Discharge Monitoring Reports in Your DEQ Online

Version 1.0

September 2025

State of Oregon
DEQ Department of Environmental Quality

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DEQ Department of Environmental Quality

1.1.1.1 Translation or other formats

1.1.1.2 Español | 한국어 | 繁體中文 | Русский | Tiếng Việt | العربية
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What is Your DEQ Online?

The Oregon Department of Environmental Quality (DEQ) is using a modernized, cloud-based tool for several agency compliance programs and their business processes that involve the public and regulated entities.

Your DEQ Online is an Environmental Data Management System designed to combine current DEQ processes across air, land and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system allows for greater public access to environmental data without the need to request this information from DEQ staff.

What is the purpose of this guide?

Oregon DEQ has developed this guide to help permittees use the web-based Your DEQ Online system to submit discharge monitoring reports (DMRs). Although permit monitoring requirements have not changed, reporting via the Your DEQ Online user interface is different than reporting via paper DMR forms. This guide presents a step-by-step process for DMR data entry and submission to ensure you meet the reporting requirements of your permit.

This guide will walk you through the following tasks:

- Accessing DMRs for data entry
- Interpreting the codes, terminology, and layout of the Your DEQ Online data entry screens
- Reporting certain types of laboratory analysis results
- Calculating summary statistics
- Handling special parameters
- Signing and submitting electronic DMRs
- Reporting noncompliance
- Finding answers to frequently asked questions

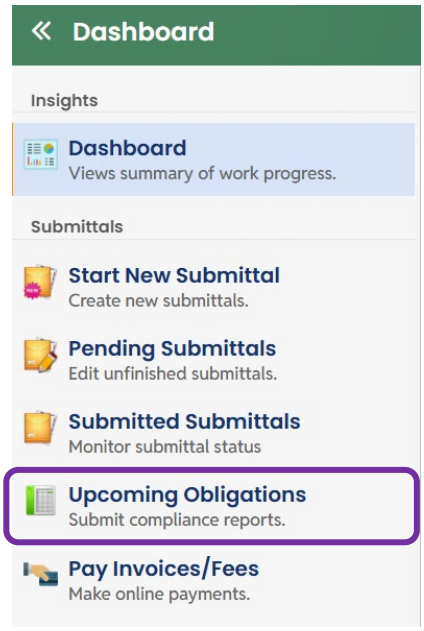
If you have questions not covered by this guide, or for additional support, you can reach out to the Your DEQ Online Helpdesk using one of the following methods:

- By email at YourDEQOnline@deq.oregon.gov
- By submitting a help request: https://oregondeq.atlassian.net/servicedesk/customer/portal/2

Additional Resources

- Your DEQ Online Portal**:** https://www.oregon.gov/deq/permits/Pages/Your-DEQ-Online.aspx
- DEQ's Quality Assurance Guide for Self-Monitoring Laboratories (NPDES and WPCF), January 2019**:** https://www.oregon.gov/deq/FilterPermitsDocs/qaguidanceSML.pdf

1 Find your Discharge Monitoring Reports



From your **Dashboard**, expand the main menu by clicking on the menu icon » at the top left of the screen. Click on the **Upcoming Obligations** option on the menu.

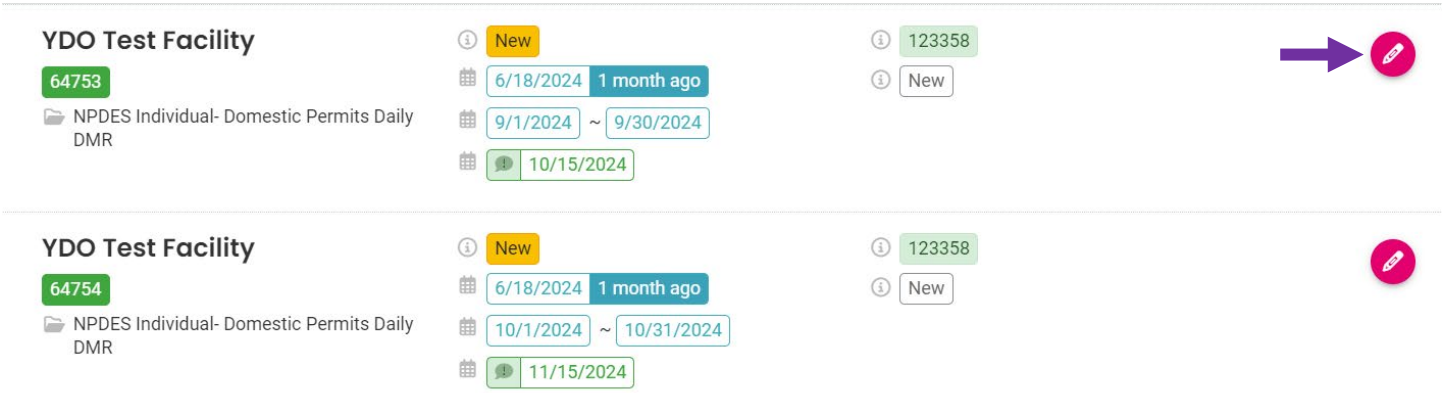
The **Upcoming Obligations** page contains new DMRs that have not been started

The **Pending Submittals** page contains DMRs that have been started and saved but not submitted, and DMRs that have been returned for correction.

The **Submitted Submittals** page contains DMRs that have been submitted.

Locate the DMR for the facility and time period of interest. Each DMR is specific to the facility's permit requirements and the monitoring period, so it is important to select the correct DMR by checking the facility name, address, and reporting period.

Once you have found the correct DMR, click the pink pencil icon to open it for editing.



2 Anatomy of a Discharge Monitoring Report

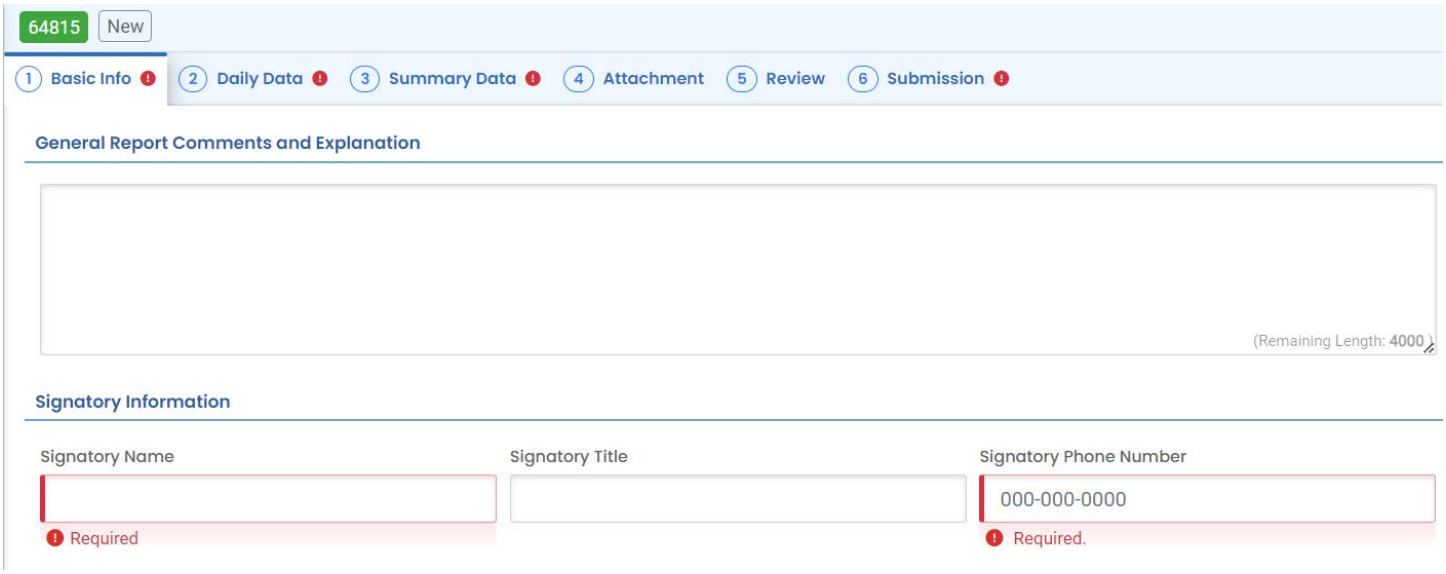
Discharge Monitoring Reports in Your DEQ Online can have up to six tabs:

- Basic Info
- Daily Data
- Summary Data
- Attachment
- Review
- Submission

Depending on the type of permit, you will have either a Daily Data tab or a Summary Data tab.

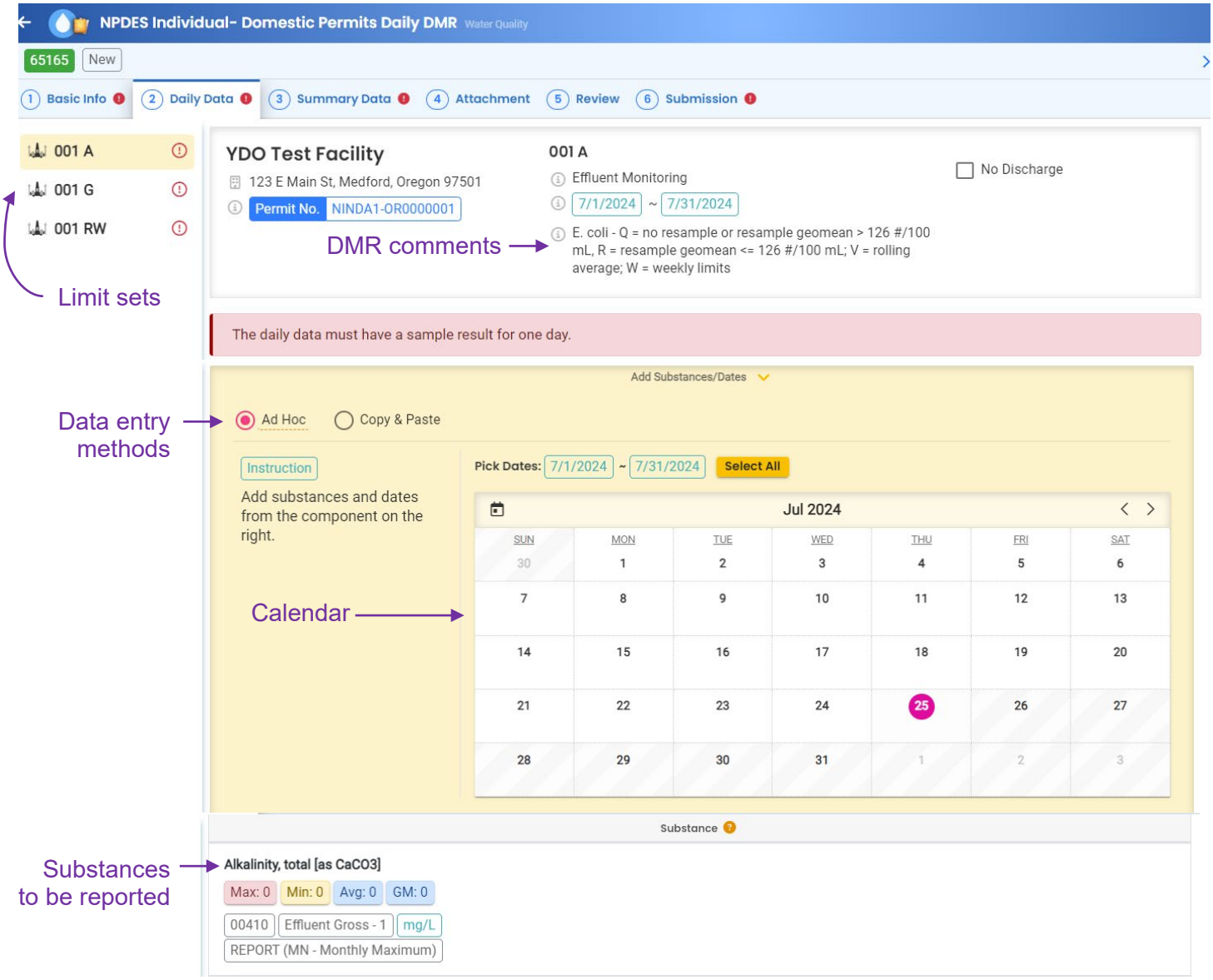
2.1 Basic Info tab

The **Basic Info** tab is where you enter any DMR comments (optional) and the name, title (optional), and phone number of the Responsible Official submitting the DMR.



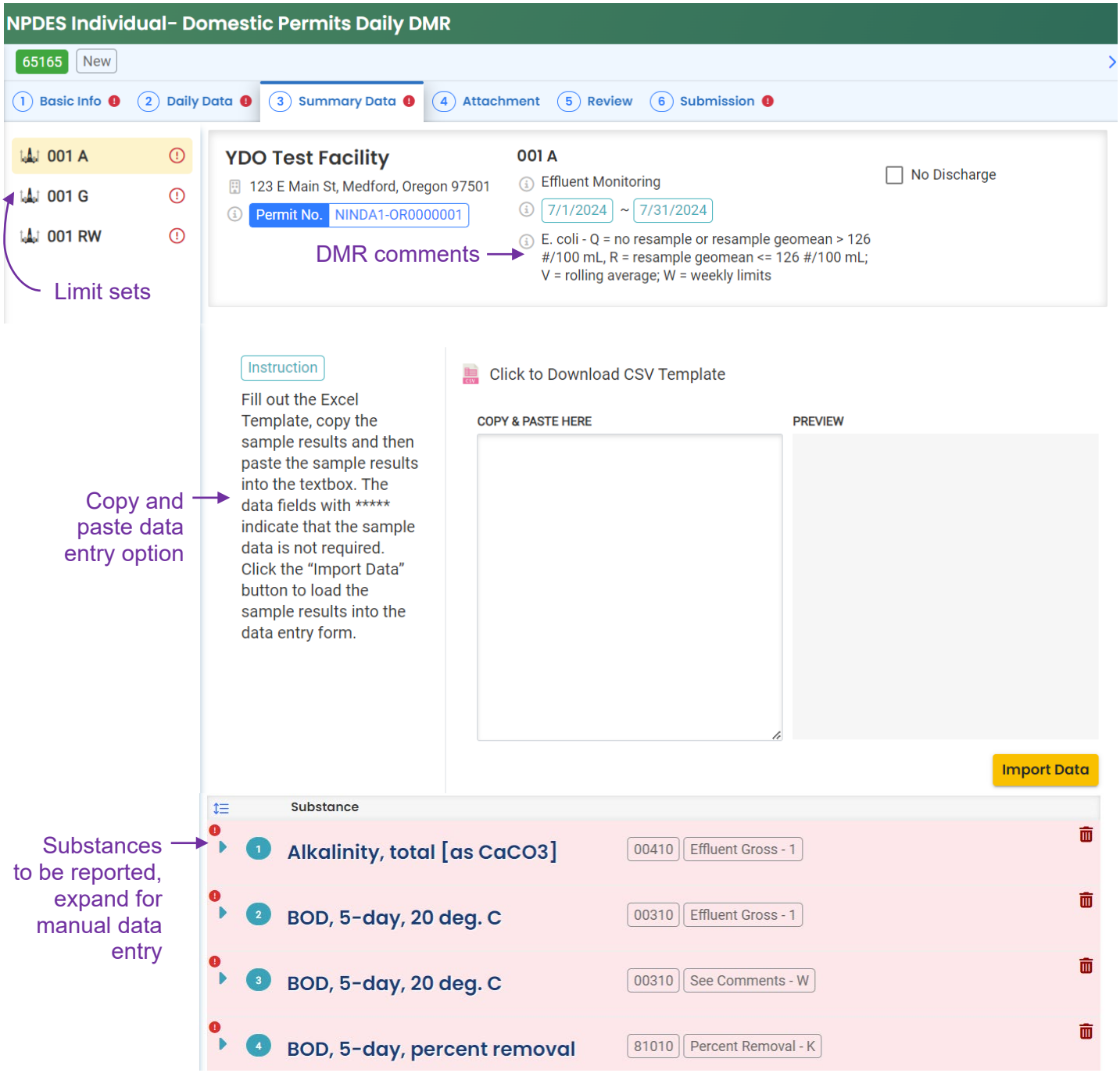
2.2 Daily Data tab

The **Daily Data** tab is the screen where you enter sample results for each sample date. The **Limit Sets** associated with your permit are listed on the left. For example, 001 A is effluent monitoring, 001 G is influent monitoring, and 001 RW is receiving water monitoring. You can click on each Limit Set to view the substances to be reported. **DMR Comments** in the header define abbreviations and codes and provide instructions for how to complete data entry. The **Calendar** allows you to select dates when samples were taken or all dates in the reporting period. Selecting calendar dates adds data entry fields to fill out manually (this is called Ad Hoc). Alternatively, you can use the Copy and Paste feature to generate a spreadsheet to compile your data, then copy and paste it into the form. See Section 4 for detailed instructions.


NPDES Individual- Domestic Permits Daily DMR
Water Quality
65165
New
1 Basic Info
2 Daily Data
3 Summary Data
4 Attachment
5 Review
6 Submission
001 A
001 G
001 RW
Limit sets
YDO Test Facility
123 E Main St, Medford, Oregon 97501
Permit No.
NINDA1-OR0000001
DMR comments
001 A
Effluent Monitoring
7/1/2024
~
7/31/2024
E. coli - Q = no resample or resample geomean > 126 #/100 mL, R = resample geomean <= 126 #/100 mL; V = rolling average; W = weekly limits
No Discharge
The daily data must have a sample result for one day.
Add Substances/Dates
Data entry methods
Ad Hoc
Copy & Paste
Instruction
Add substances and dates from the component on the right.
Pick Dates:
7/1/2024
~
7/31/2024
Select All
Calendar
Jul 2024
SUN
MON
TUE
WED
THU
FRI
SAT
Substance
Substances to be reported
Alkalinity, total [as CaCO3]
Max: 0
Min: 0
Avg: 0
GM: 0
00410
Effluent Gross - 1
mg/L
REPORT (MN - Monthly Maximum)

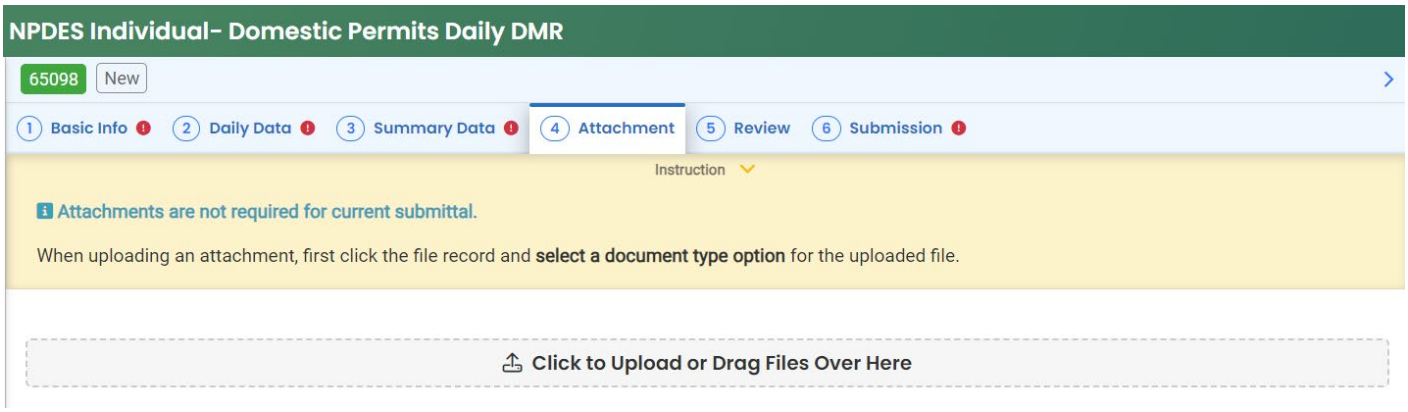
2.3 Summary Data tab

The **Summary Data** tab is where summary data is entered for the reporting period, e.g., monthly average or quarterly maximum. As with the Daily Data tab, the **Limit Sets** are listed on the left, and **DMR Comments** are included in the heading. There is an option to download a spreadsheet template to fill in your data, then copy and paste it into the form. Manual data entry is available by expanding each of the **Substances** listed at the bottom.



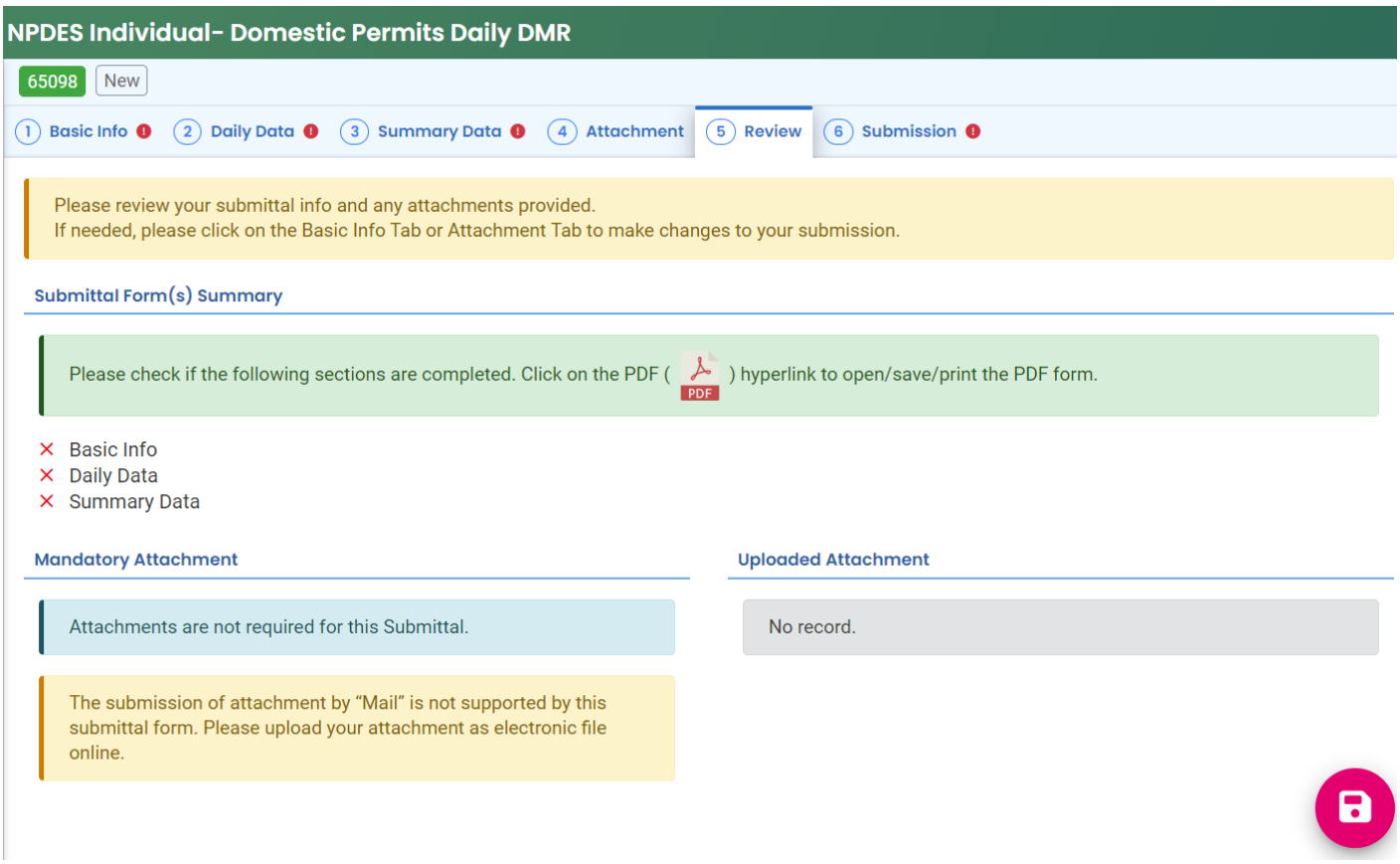
2.4 Attachment tab

The **Attachment** tab is the screen where you can upload attachments to the DMR, such as daily data spreadsheets, special reports, and noncompliance reporting forms.



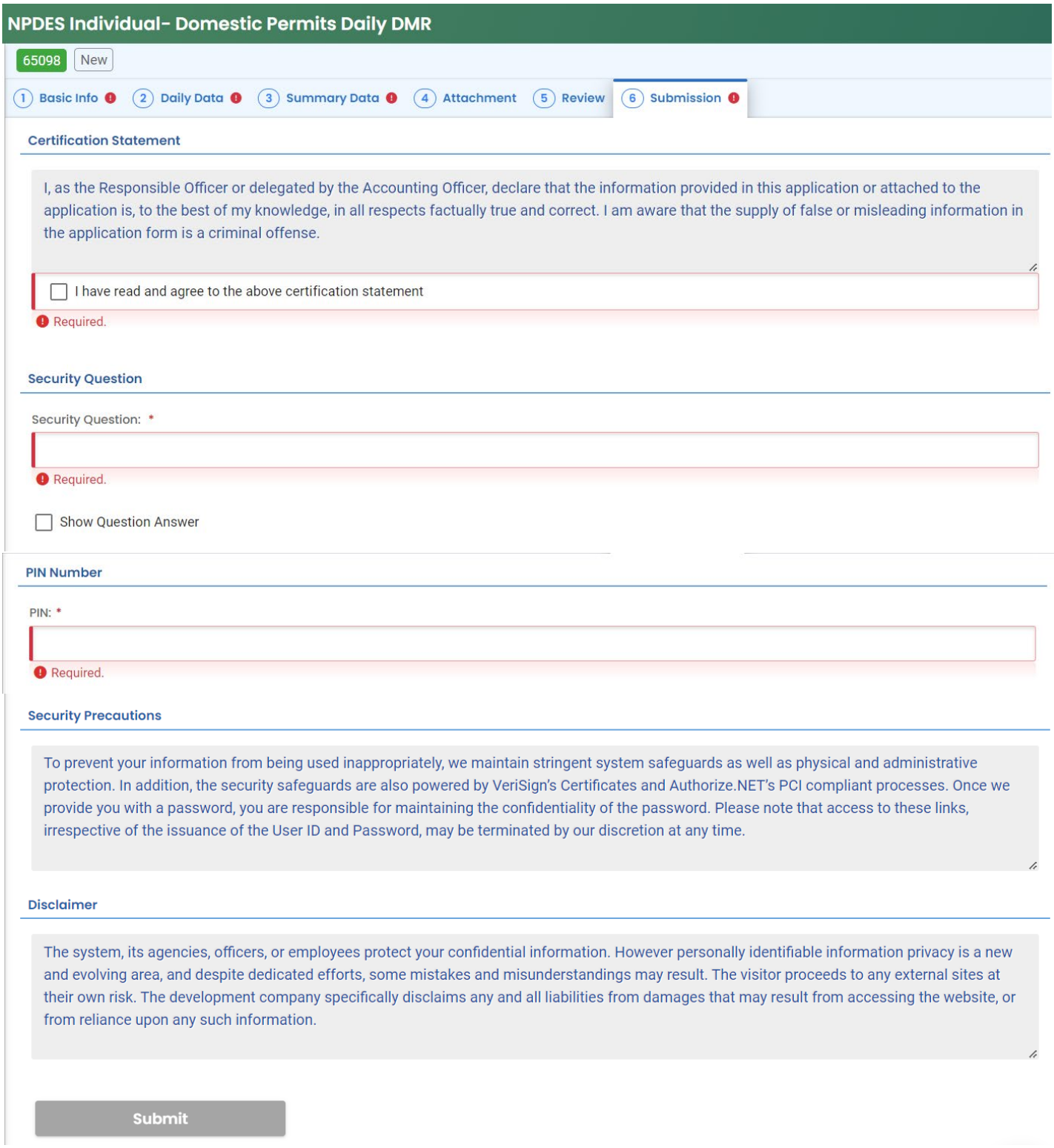
2.5 Review tab

The **Review** tab provides a checklist of required elements of the DMR and indicates with a red X if a section needs to be completed. Once completed, the section will be marked with a green check mark (✓).



2.6 Submission tab

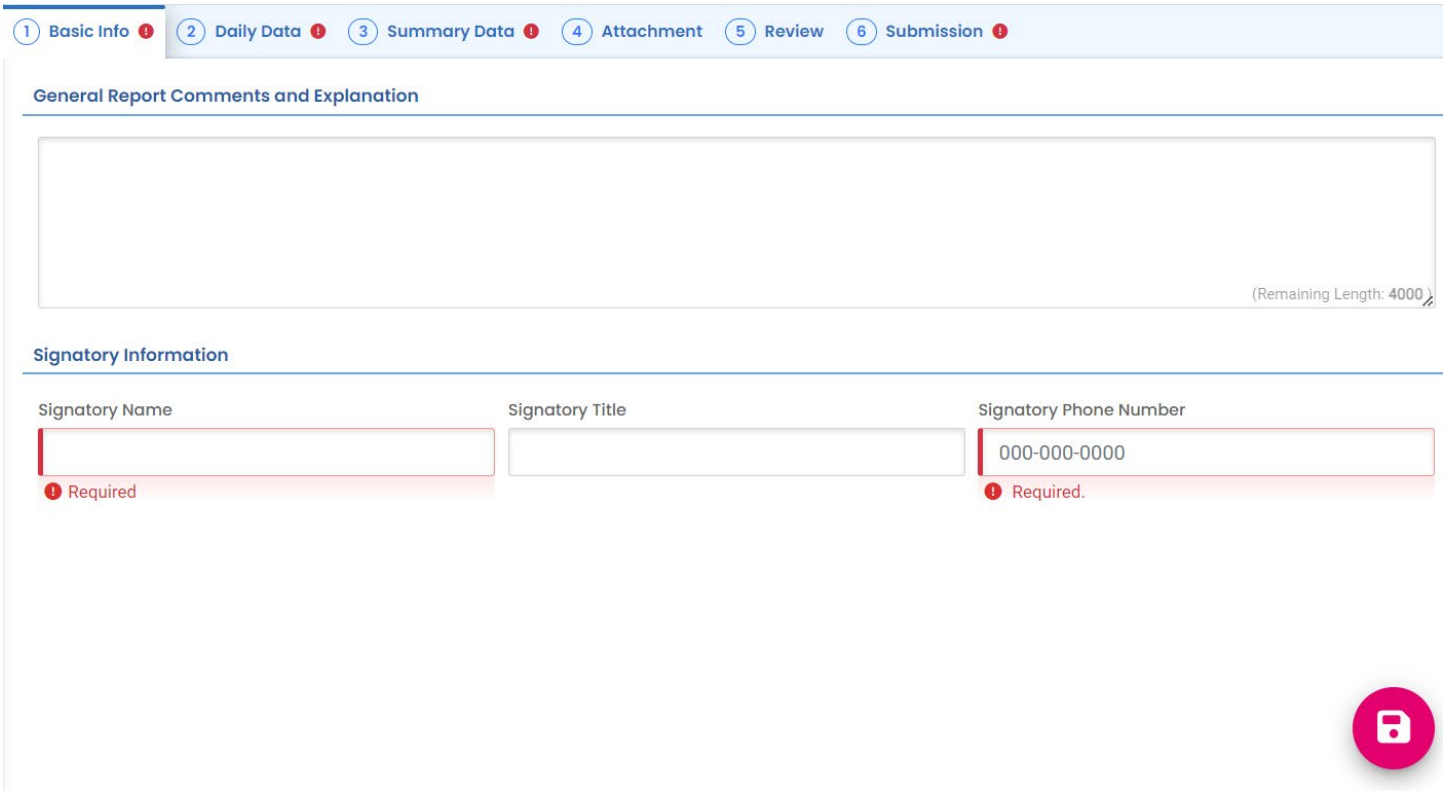
The **Submission** tab is where the Responsible Official agrees to the certification statement and enters the security question and PIN associated with their account, then submits the DMR.



3 Completing the Basic Info tab

All fields highlighted in red are required. Enter the Signatory Name, Signatory Title (optional) and Signatory Phone Number. Include comments in the General Report Comments and Explanation text field if desired.

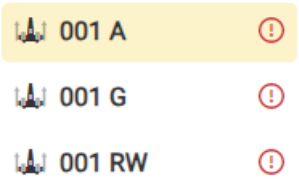
Remember to click the pink Save icon in the bottom right corner to save any changes before navigating away from the page.



4 Completing the Daily Data tab

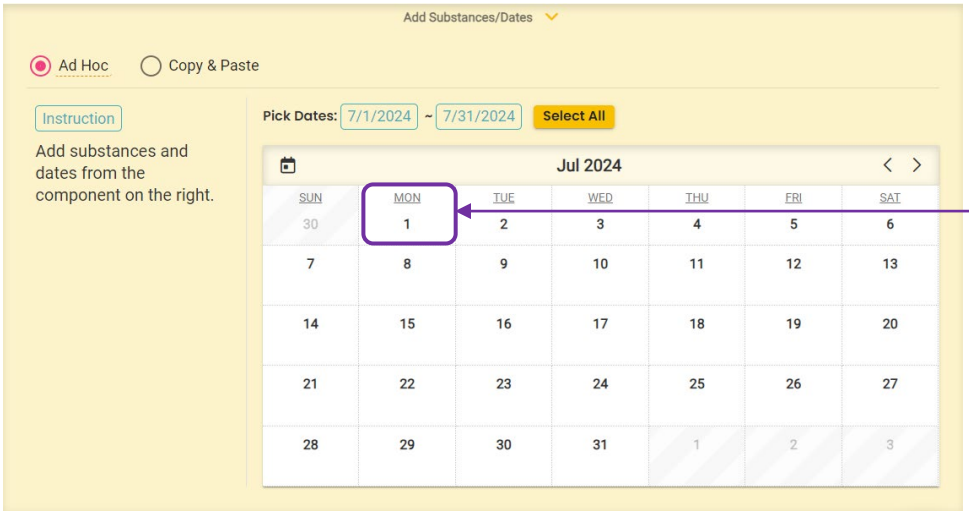
4.1 Select a DMR

On the Daily Data tab, you will see the DMR data entry forms applicable to each of your discharge points on the left side of the screen. Select the DMR form for which you are entering monitoring data. A list of the substances associated with that DMR form will appear at the bottom of the screen.

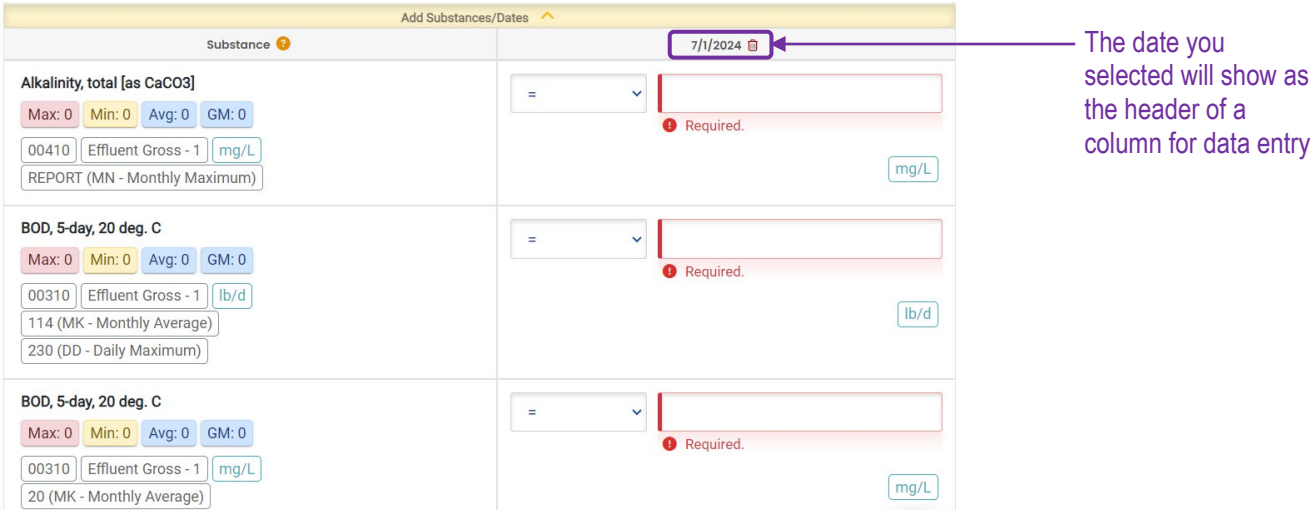


4.2 Select Monitoring Dates

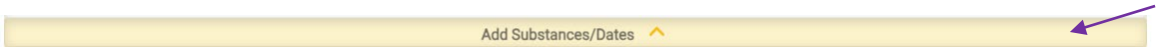
The calendar is in the center of the screen – this is where you select the dates you monitored during the reporting period. Dates in the future and dates outside the reporting period cannot be selected.



Click on the first date that monitoring occurred. The calendar will shrink to a narrow yellow bar, and a column with the selected date as the header will appear below with data entry fields for each substance.

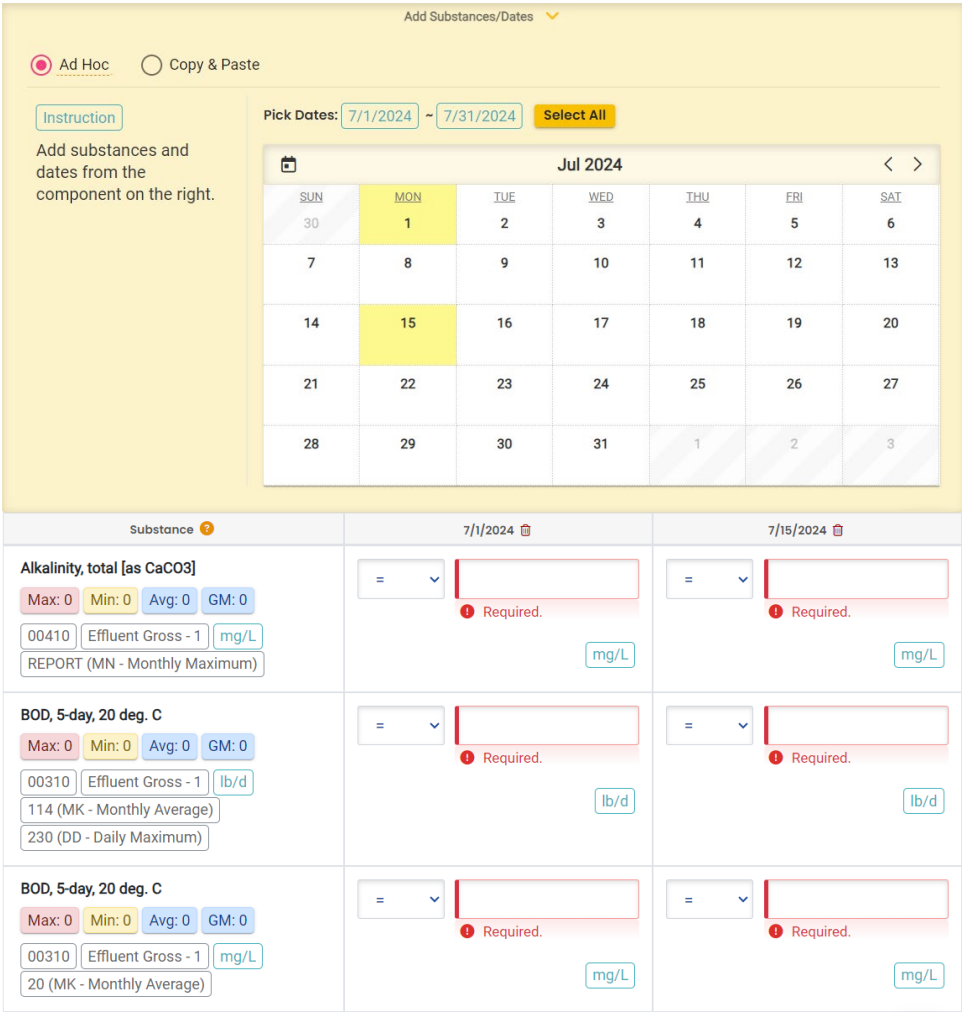


If you monitored more than one day during the monitoring period, click on the yellow **Add Substances/Dates** bar to expand the calendar.

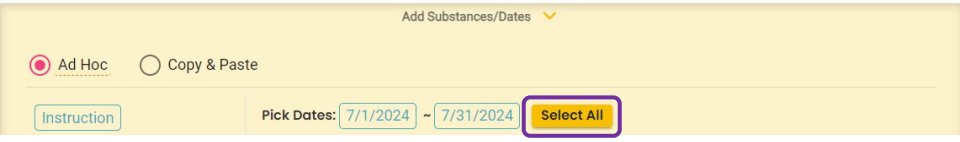


Select more dates as needed to generate additional data entry columns. The calendar will not shrink when you add additional dates.

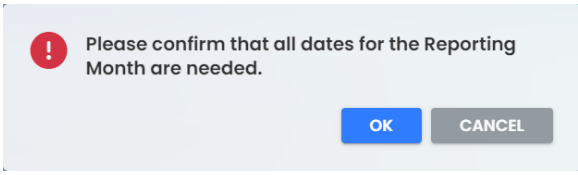
If you select a date accidentally, you can remove it by clicking the red trash can icon next to the date at the top of the data entry column.



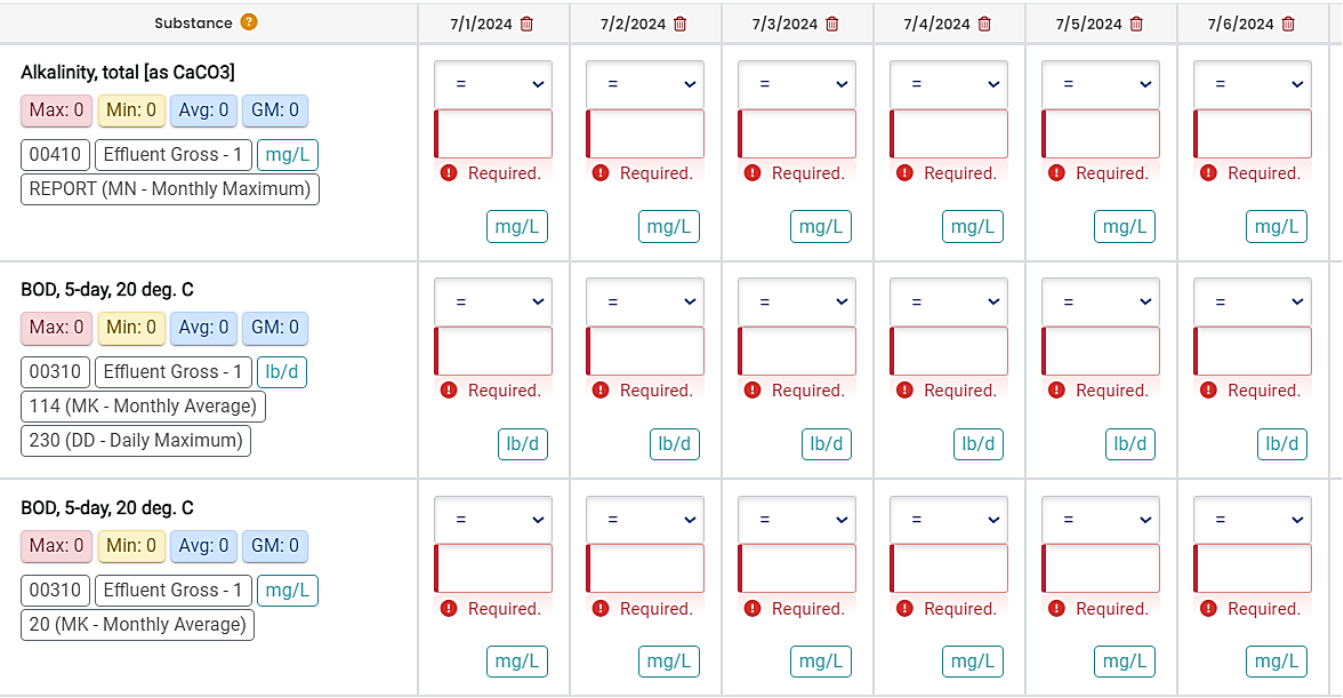
If you will be entering monitoring data for each day of the reporting period, use the **Select All** button to generate columns for all days.



You will be asked to confirm that all dates for the reporting period are needed. Only use the Select All function if you plan to report values for each day of the reporting period. Data entry fields cannot be left blank, and unneeded data entry columns need to be removed one at a time.



Once confirmed, columns for each day of the reporting period will appear.



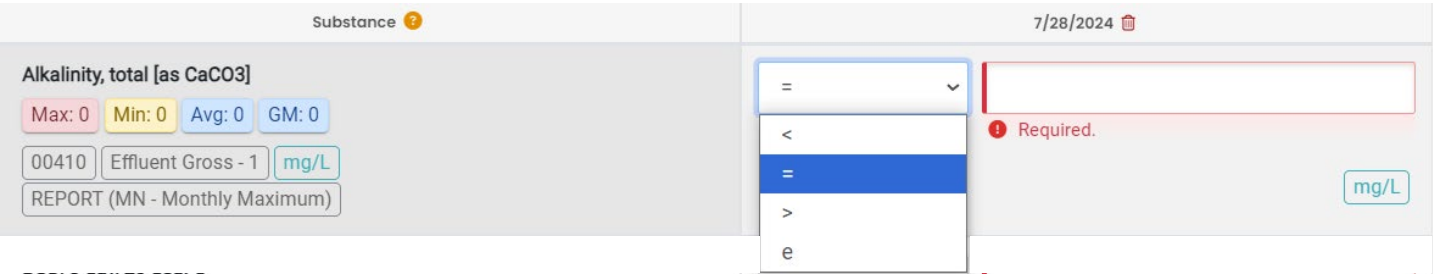
From this point there are two options for entering your data: Ad Hoc Data Entry or Copy and Paste Data Entry. Ad Hoc data entry involves entering sample values into each field individually. This method is only feasible for a small number of values, such as monthly monitoring on a monthly DMR with a few substances. Use the Copy and Paste Data Entry method if you have more values than can be easily entered manually.

4.3 Ad Hoc Data Entry

To enter your sample results in the fields provided for each monitoring date and substance, first choose the correct data qualifier that corresponds with your laboratory analysis result. If you do not make a selection, the system defaults to *equal to*.

< less than
= equal to ← System default data qualifier is *equal to*
> greater than
e estimate

See **Interpreting and Reporting Laboratory Analysis Results** on p. 40 for more information about how to report data based on laboratory analysis method limits and analysis results that might require using <, >, or e.



Place your cursor in the data entry field and enter the sample value from your laboratory report.

If you do not have a monitoring result for one of the substances on one of the specified dates, enter the appropriate No Data Indicator (NODI) code into the field. A list of NODI codes can be found by clicking the question mark icon ⓘ at the bottom of the right column of the Your DEQ Online screen. See p. 41 of this guide for a list and description of NODI codes and how they should be used.

4.3.1 Pro Tip

When entering a NODI code, be sure to include the asterisk symbol with the code (i.e., *9) to distinguish it from a sample result.

Letter NODI Codes - If you forget the asterisk when entering a NODI code that is a letter, the system will let you know your entry is invalid.

Incorrect NODI entry:

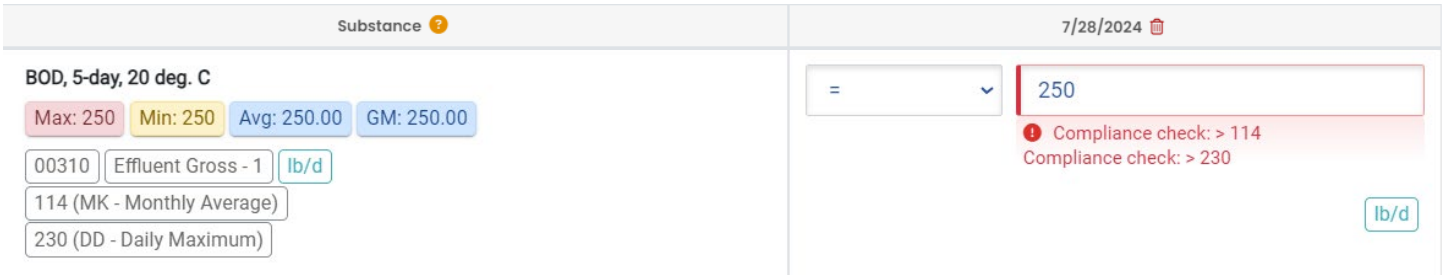
Correct NODI entry:

Numeric NODI Codes - If you forget the asterisk when entering a NODI code that is a number, the system will interpret this as a sample value and will not alert you that the entry is incorrect.

Incorrect NODI entry:

Correct NODI entry:

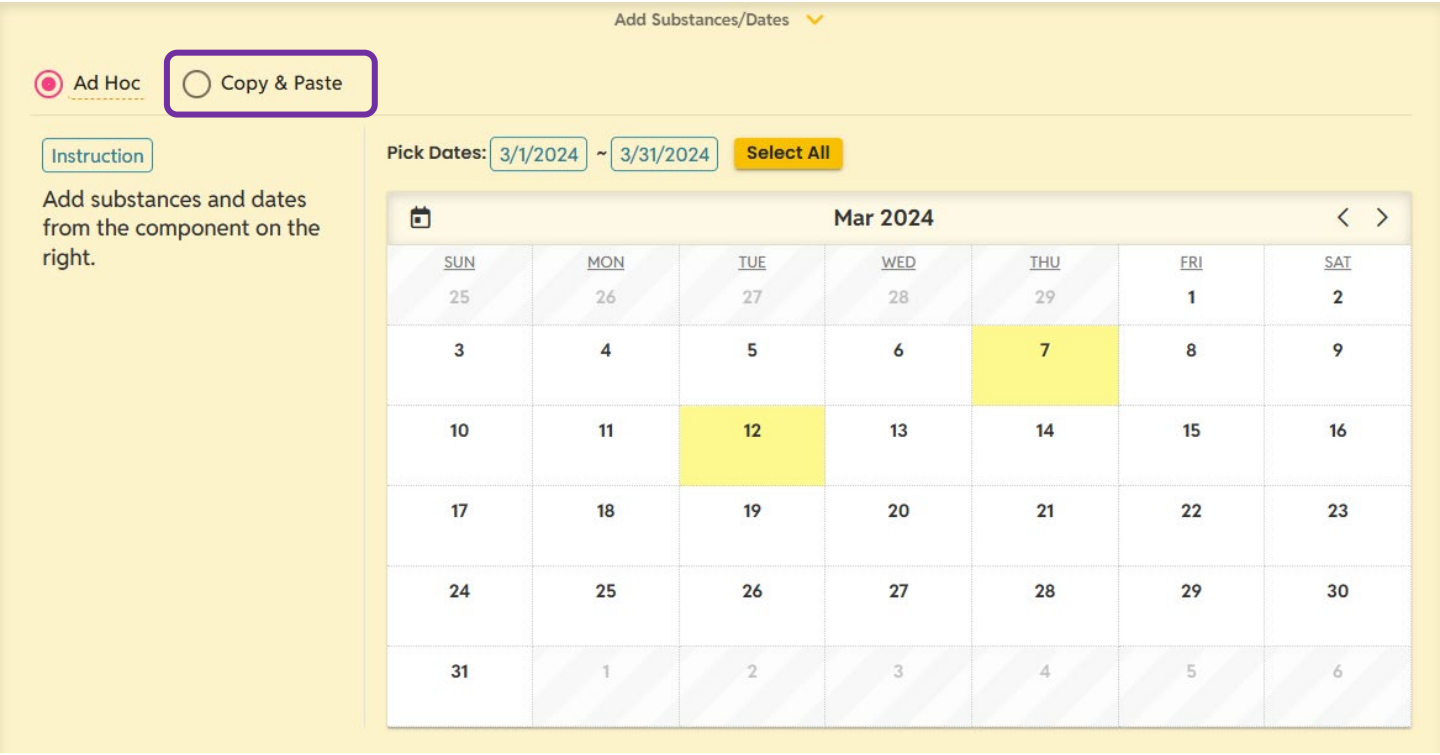
Any values exceeding the applicable numeric limits will generate a Compliance check warning. Check your data and ensure you entered the value in the units specified for that substance (e.g., milligrams not micrograms) and there are no missing or misplaced decimal points. This warning is for data quality assurance and will not prevent you from saving or submitting the DMR.



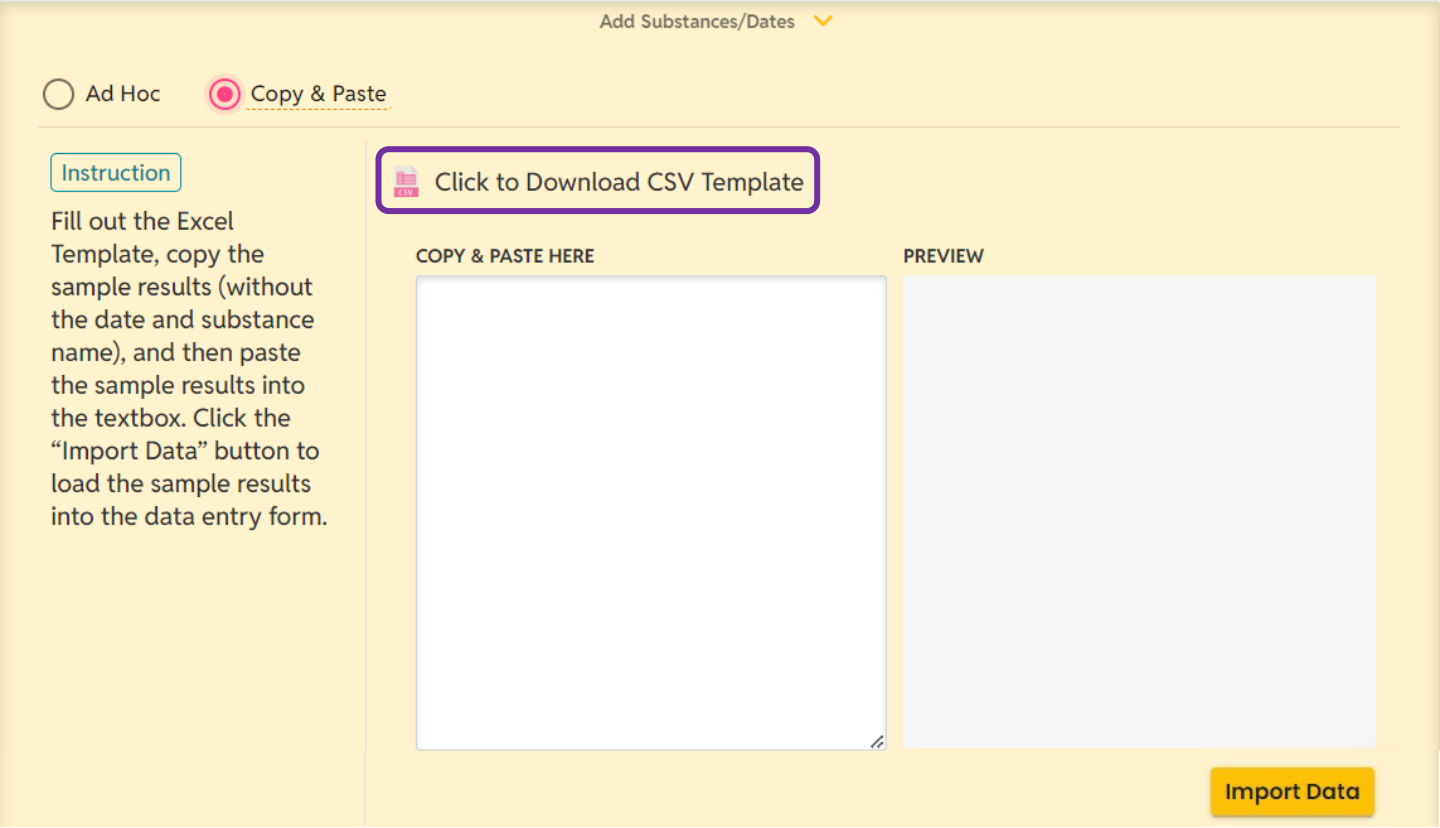
Fill in all required fields. You can save the DMR with blank fields, but you will not be able to submit the DMR unless all required fields are completed.

4.4 Copy and Paste Data Entry

You can upload multiple monitoring results at once using the **Copy & Paste** function. Once you have selected all the dates on the calendar that correspond to the sampling dates, click the circle next to Copy & Paste.



The calendar will be replaced with a link to download a CSV template, along with boxes where you will paste your data and preview it before importing. Download the CSV template file by clicking the **Click to Download CSV Template** link.

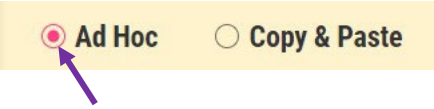


The system will generate a file that can be opened in spreadsheet software such as Excel or Google Sheets. The spreadsheet has a list of the substances to be reported for the DMR in Column A. The selected date(s) are listed as column headings in Row 1.

Warning: do not re-sort or alter any of the pre-populated fields. The Copy & Paste function will not work correctly if substances or dates are out of their original order.

Substance	3/7/2024	3/12/2024
["Dilution factor (Ratio) (Effluent Gross - 1)"]		
["Floating solids, waste or visible foam-visual (abst=0;prst=1) (See Comments - Q)"]		
["Flow rate (cfs) (Receiving Water - RW)"]		
["Flow, in conduit or thru treatment plant (MGD) (See Comments - O)"]		
["Flow, in conduit or thru treatment plant (MGD) (See Comments - P)"]		
["Oil and grease visual (abst=0;prst=1) (See Comments - Q)"]		
["Solids, total suspended (mg/L) (Effluent Gross - 1)"]		
["pH (SU) (Effluent Gross - 1)"]		

If you open the file and it does not include dates in the first row, you will need to switch back to **Ad Hoc** by selecting the Ad Hoc radio button to re-select your sampling dates. Once the dates have been selected, switch back to Copy & Paste and download the CSV template.

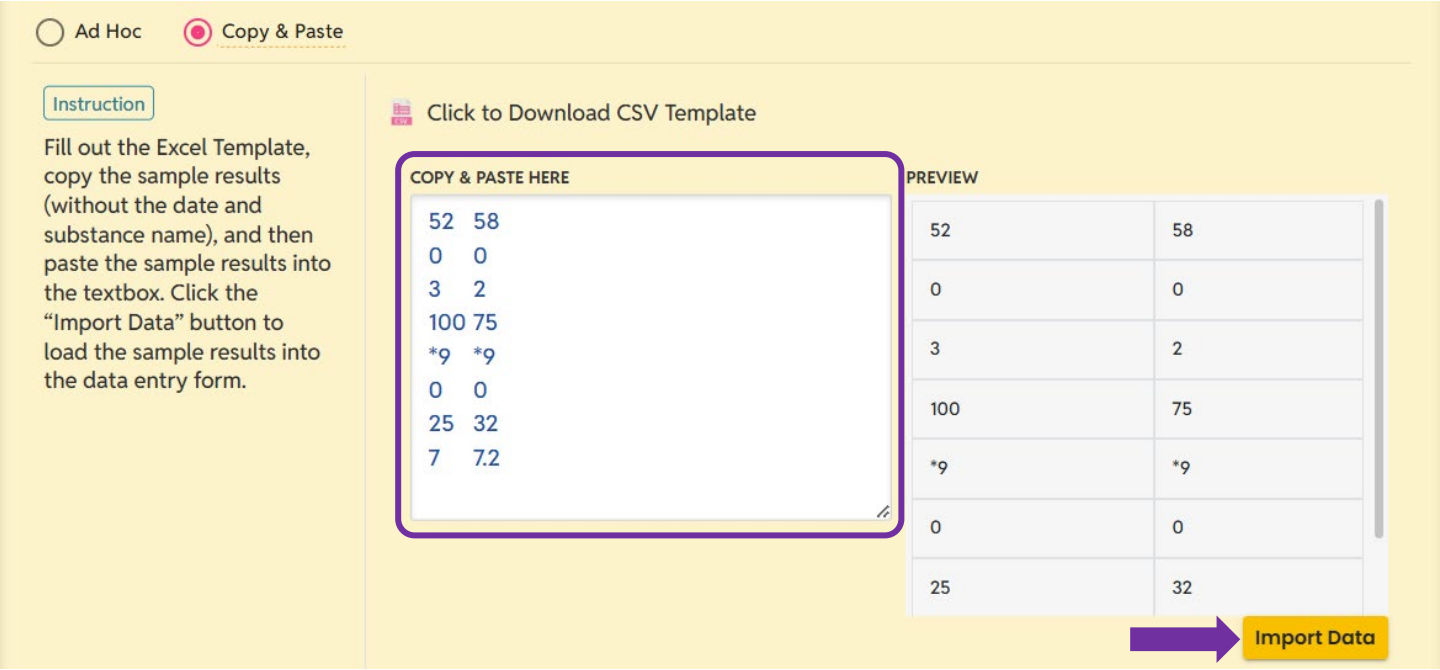


Enter your monitoring results in the applicable cells, then copy only the monitoring result values. Do not include the pre-populated information from Row 1 or Column A.

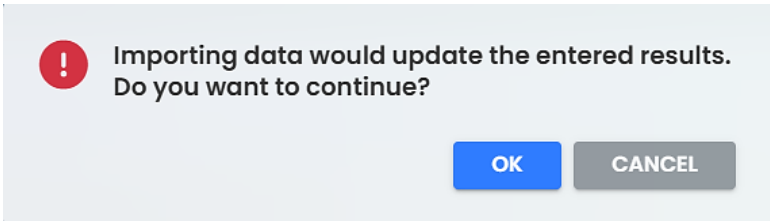
	A	B	C
1	Substance	3/7/2024	3/12/2024
2	["Dilution factor (Ratio) (Effluent Gross - 1)"]	52	58
3	["Floating solids, waste or visible foam-visual (abst=0;prst=1) (See Comments - Q)"]	0	0
4	["Flow rate (cfs) (Receiving Water - RW)"]	3	2
5	["Flow, in conduit or thru treatment plant (MGD) (See Comments - O)"]	100	75
6	["Flow, in conduit or thru treatment plant (MGD) (See Comments - P)"]	*9	*9
7	["Oil and grease visual (abst=0;prst=1) (See Comments - Q)"]	0	0
8	["Solids, total suspended (mg/L) (Effluent Gross - 1)"]	25	32
9	["pH (SU) (Effluent Gross - 1)"]	7	7.2

IMPORTANT: For the system to import the data correctly, do not include the substances in the copy and paste and do not change the order of the substances in the spreadsheet.

Paste your copied information into the **Copy & Paste Here** box. A preview of how the data fields will be populated will be generated in the **Preview** box. Verify that your data will be reported correctly and click the yellow **Import Data** button in the lower right corner.



The system will ask you to confirm that you want to import. Click **OK**.



After importing the data, verify that the fields have been populated correctly, and click the save icon in the bottom right corner to save your progress.

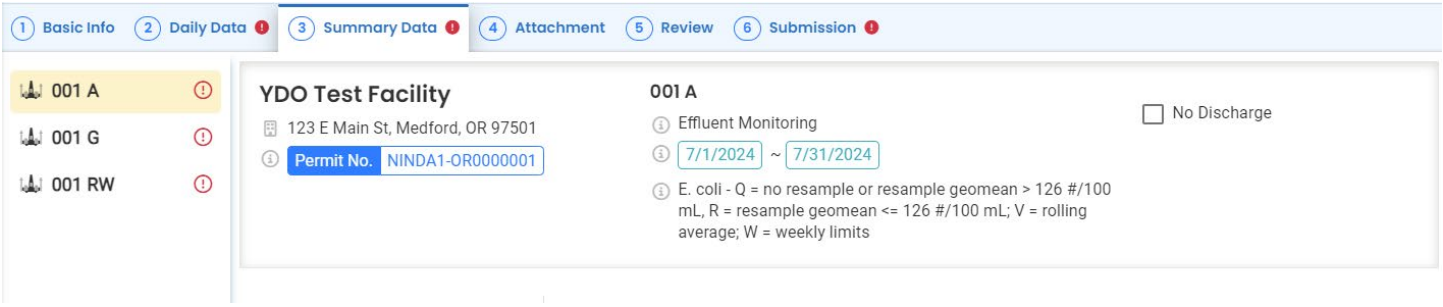
Substance	3/7/2024	3/12/2024
Dilution factor Max: 58 Min: 52 Avg: 55.00 GM: 54.92 80093 Effluent Gross - 1 Ratio REPORT (VA - Value)	= 52 Ratio	= 58 Ratio
Floating solids, waste or visible foam-visual Max: 0 Min: 0 Avg: 0.00 GM: 0.00 45613 See Comments - Q abst=0;prst=1 0 (VA - Value)	= 0 abst=0;prst=1	= 0 abst=0;prst=1
Flow rate Max: 3 Min: 2 Avg: 2.50 GM: 2.45 00056 Receiving Water - RW cfs REPORT (VA - Value)	= 3 cfs	= 2 cfs
Flow, in conduit or thru treatment plant Max: 100 Min: 75 Avg: 87.50 GM: 86.60	= 100	= 75

Repeat these steps for all remaining DMR forms listed on the left side of the screen.

5 Completing the Summary Data tab

5.1 Select a DMR

On the Summary Data tab, you will see the DMRs applicable to each of your discharge points on the left side of the screen. Select the DMR for which you are entering monitoring data. A list of the substances associated with that DMR will appear at the bottom of the screen.



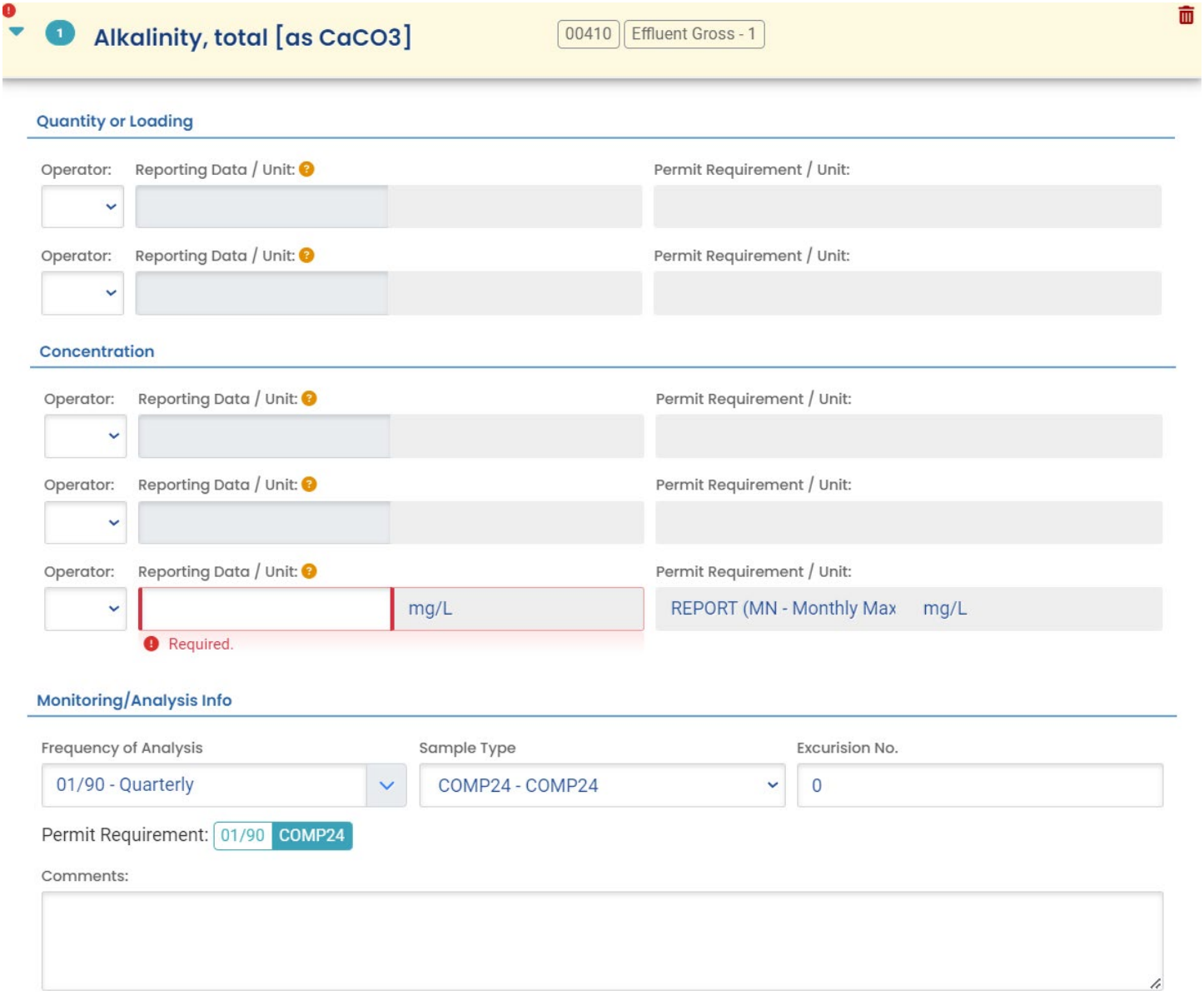
From this point there are two options for entering your summary data: Ad Hoc Data Entry or Copy and Paste Data Entry.

5.2 Ad Hoc Data Entry

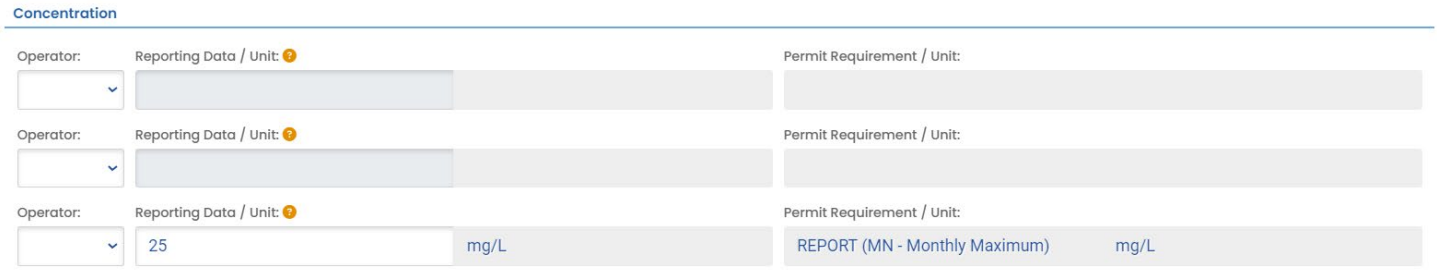
Ad hoc, or manual, data entry allows you to enter measured and calculated summary statistics specified in your permit one-at-a-time. This method is feasible for a small number of substances; the Copy and Paste data entry method should be used for more extensive reporting requirements.

To enter summary data manually, scroll down to the Substance list. Substances will be listed alphabetically.

Click on the first substance in the list to expand the data entry form. There will be one or more highlighted fields to enter data, customized to your permit requirements. Required reporting will be indicated with a red box; optional monitoring will show an active data entry field, but it does not need to be filled in to submit the DMR.



Enter the calculated summary statistic indicated in the Permit Requirement / Unit field, e.g., monthly maximum in milligrams per liter. The operator (i.e., data qualifier) defaults to “equal to,” so you only need to select a data qualifier if your result needs to be qualified with a “greater than,” “less than,” or “estimated.” See **Interpreting and Reporting Laboratory Analysis Results** on p. 40 for more information about how to report data based on laboratory analysis method limits and analysis results.



If you do not have a monitoring result for one of the substances on one of the specified dates, enter the appropriate No Data Indicator (NODI) code into the field. A list of NODI codes can be found by clicking the question mark icon at the bottom of the right column of the Your DEQ Online screen. See p. 41 of this guide for a list and description of NODI codes and how they should be used.

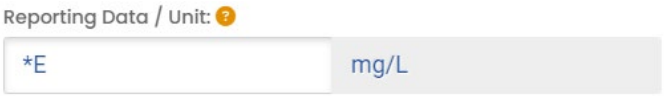
5.2.1 Pro Tip

When entering a NODI code, be sure to include the asterisk symbol with the code (i.e., *9) to distinguish it from a sample result.

Letter NODI Codes - If you forget the asterisk when entering a NODI code that is a letter, the system will let you know your entry is invalid.

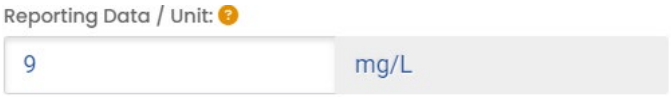
Incorrect NODI entry:

Correct NODI entry:

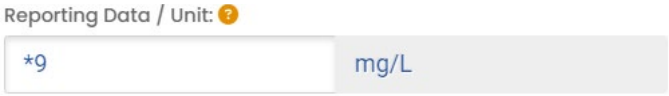


Numeric NODI Codes - If you forget the asterisk when entering a NODI code that is a number, the system will interpret this as a sample value and will not alert you that the entry is incorrect.

Incorrect NODI entry:

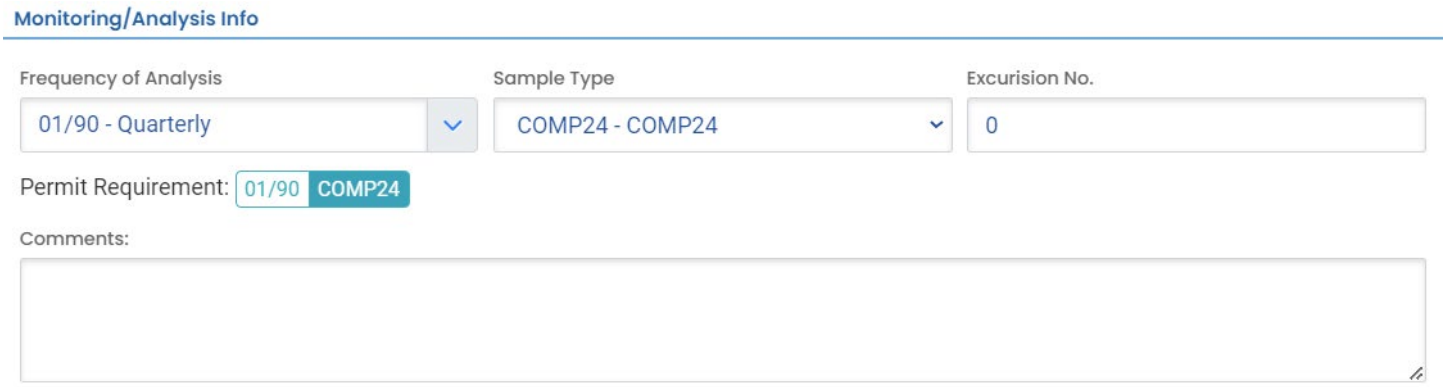


Correct NODI entry:

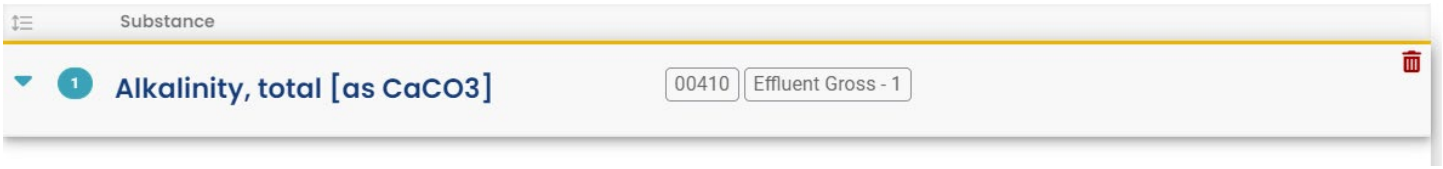


Any values exceeding numeric limits will generate a Compliance check warning. Check your data and ensure you entered the value in the units specified for that substance (e.g., milligrams not micrograms) and there are no missing or misplaced decimal points. This warning is for data quality assurance and will not prevent you from saving or submitting the DMR.

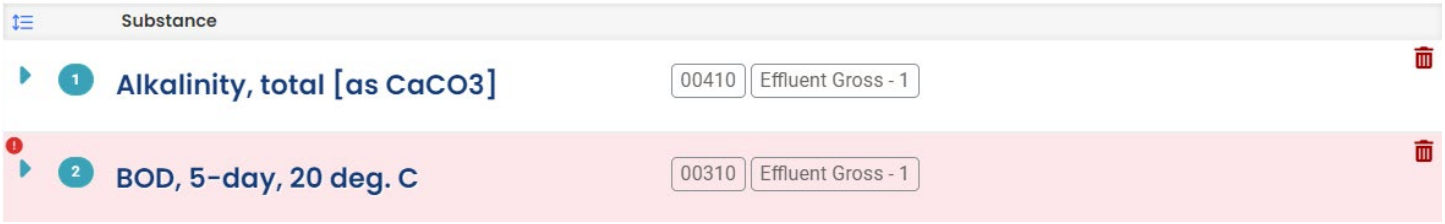
If desired, you can add a comment related to this substance and associated results at the bottom of the form.



To proceed to the next substance, scroll up to the top of the current form and click on the blue arrow in the heading to shrink it.



The rows with complete data entry will be white rather than pink, indicating that all required fields are complete for those substances.

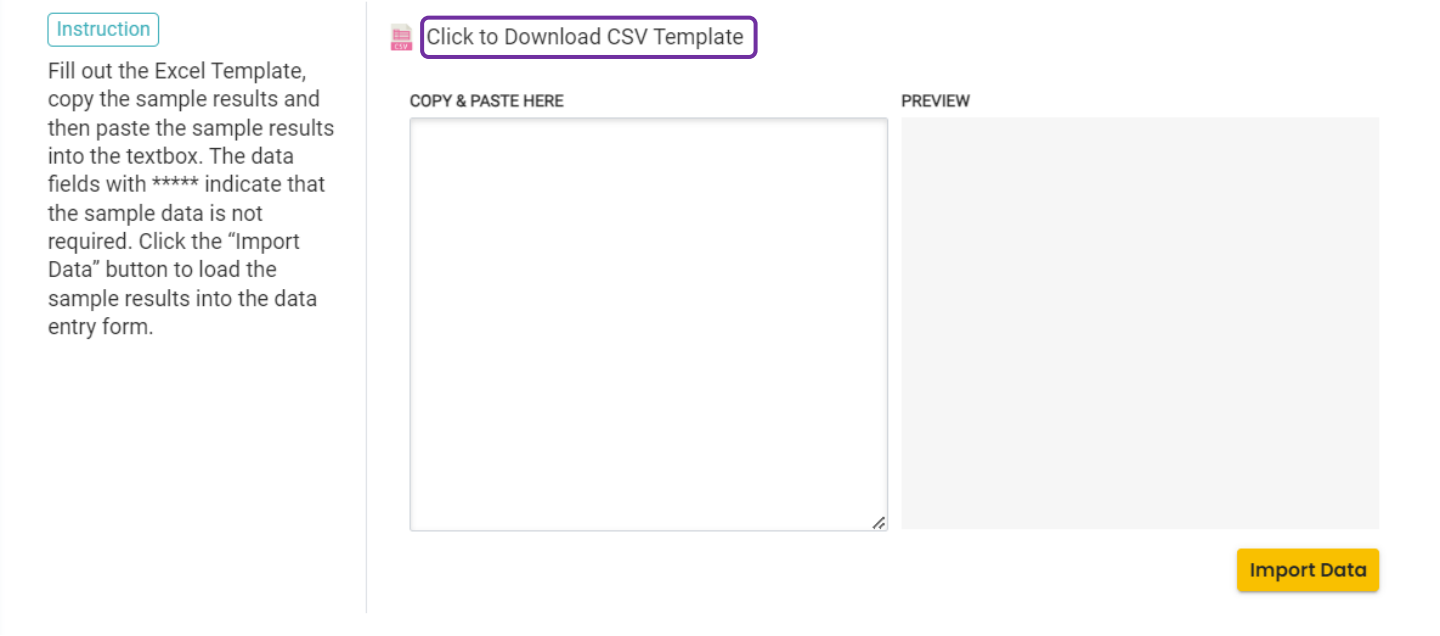


Click on the next substance in the row to expand the form and fill in the required and optional fields as described above, until all substance rows are white, and no red exclamation point alerts remain. Be sure to note if the substance list expands to two or more pages, as indicated at the bottom of the substance list.

You do not need to save the form after entering data for each substance, although it is always good practice to save often so you do not lose your work.

5.3 Copy and Paste Data Entry

You can import values for multiple substances at once using the Copy and Paste feature. Click on the “Click to Download CSV Template” text to download a spreadsheet template customized for your Summary Data permit requirements.



You can open this file, named *DMRSummaryUploadTemplate.csv*, from your default download folder. The file will open as a spreadsheet with the substances listed alphabetically in the first column (notes about the monitoring location or comments are in parentheses). The five columns to the right are for data entry. Cells with asterisks (*****) do not need a value. Cells with a summary statistic and unit should be replaced with the corresponding numeric value or NODI code.

	A	B	C	D	E	
1	Substance	Quantity or Loading 1	Quantity or Loading 2	Quality or Concentration 1	Quality or Concentration 2	Quality or Concentra
2	Alkalinity, total [as CaCO3] (Effluent Gross - 1)	*****	*****	*****	*****	Monthly M
3	BOD, 5-day, 20 deg. C (Effluent Gross - 1)	Monthly Average, lb/d	Daily Maximum, lb/d	*****	Monthly Average, mg/L	*****
4	BOD, 5-day, 20 deg. C (See Comments - W)	Maximum Weekly Average, lb/d	*****	*****	Maximum Weekly Average, mg/L	*****
5	BOD, 5-day, percent removal (Percent Removal - K)	*****	*****	Monthly Average Minimum, %	*****	*****
6	Coliform, fecal - % samples exceeding limit (Effluent Gross -	*****	*****	*****	*****	Total, %
7	Coliform, fecal general (Effluent Gross - 1)	*****	*****	*****	Monthly Median, #/100mL	Daily Maximum, #/100mL
8	E. coli (See Comments - Q)	*****	*****	*****	Monthly Geometric Mean, #/100mL	Daily Maximum, #/100mL
9	E. coli (See Comments - R)	*****	*****	*****	Monthly Geometric Mean, #/100mL	Daily Maxir #/100mL
10	Enterococci (Effluent Gross - 1)	*****	*****	*****	Monthly Geometric Mean, #/100mL	Daily Maxir #/100mL
11	Enterococci - % samples exceeding limit (Effluent Gross - 1)	*****	*****	*****	*****	Total, %
12	Excess thermal load (See Comments - V)	*****	*****	*****	*****	Maximum Average, m
13	Flow, in conduit or thru treatment plant (Effluent Gross - 1)	Monthly Average, MGD	Daily Maximum, MGD	*****	*****	*****
14	Nitrogen, ammonia total [as N] (Effluent Gross - 1)	*****	*****	*****	*****	Monthly Maximum, mg/L
15	pH (Effluent Gross - 1)	*****	*****	Daily Minimum, SU	*****	Daily Maximum, SU
16	pH range excursions, > 60 minutes (Effluent Gross - 1)	*****	*****	*****	*****	Total, occur/mo
17	pH range excursions, monthly total accum (Effluent Gross -	*****	*****	*****	*****	Total, min
18	Solids, suspended percent removal (Percent Removal - K)	*****	*****	Monthly Average Minimum, %	*****	*****
19	Solids, total suspended (Effluent Gross - 1)	Monthly Average, lb/d	Daily Maximum, lb/d	*****	Monthly Average, mg/L	*****
20	Solids, total suspended (See Comments - W)	Maximum Weekly Average, lb/d	*****	*****	Maximum Weekly Average, mg/L	*****
21	Temperature, water deg. centigrade (Effluent Gross - 1)	*****	*****	*****	Monthly Average, °C	Daily Maximum, °C
22	Temperature, water deg. centigrade (See Comments - V)	*****	*****	*****	7-Day Average, °C	*****

Do not change cells with asterisks

Replace text numeric value or NODI code

Enter the requested summary statistic in the units specified. If you do not have a value to enter, review the list of NODI codes on p. 43 and enter the code that is appropriate for the situation.

IMPORTANT: Do not change the order of the rows or columns, and do not add or delete rows or columns. Doing so will cause incorrect data entry.

	A	B	C	D	E	F
1	Substance	Quantity or Loading 1	Quantity or Loading 2	Quality or Concentration 1	Quality or Concentration 2	Quality or Concentration 3
2	Alkalinity, total [as CaCO3] (Effluent Gross - 1)	*****	*****	*****	*****	3.2
3	BOD, 5-day, 20 deg. C (Effluent Gross - 1)	17.2	26.7	*****	2.6	*****
4	BOD, 5-day, 20 deg. C (See Comments - W)	20.95	*****	*****	3.15	*****
5	BOD, 5-day, percent removal (Percent Removal - K)	*****	*****	99.1	*****	*****
6	Coliform, fecal - % samples exceeding limit (Effluent Gross -	*****	*****	*****	*****	0
7	Coliform, fecal general (Effluent Gross - 1)	*****	*****	*****	2	10
8	E. coli (See Comments - Q)	*****	*****	*****	2.1	36.4
9	E. coli (See Comments - R)	*****	*****	*****	*9	*9
10	Enterococci (Effluent Gross - 1)	*****	*****	*****	4.3	22
11	Enterococci - % samples exceeding limit (Effluent Gross - 1)	*****	*****	*****	*****	0
12	Excess thermal load (See Comments - V)	*****	*****	*****	*****	1.2
13	Flow, in conduit or thru treatment plant (Effluent Gross - 1)	0.784	0.969	*****	*****	*****
14	Nitrogen, ammonia total [as N] (Effluent Gross - 1)	*****	*****	*****	*****	0.2
15	pH (Effluent Gross - 1)	*****	*****	6.5	*****	7.1
16	pH range excursions, > 60 minutes (Effluent Gross - 1)	*****	*****	*****	*****	0
17	pH range excursions, monthly total accum (Effluent Gross -	*****	*****	*****	*****	0
18	Solids, suspended percent removal (Percent Removal - K)	*****	*****	99.7	*****	*****
19	Solids, total suspended (Effluent Gross - 1)	8.0	19.3	*****	1.2	*****
20	Solids, total suspended (See Comments - W)	11	*****	*****	1.6	*****
21	Temperature, water deg. centigrade (Effluent Gross - 1)	*****	*****	*****	15	16.2
22	Temperature, water deg. centigrade (See Comments - V)	*****	*****	*****	15.8	*****

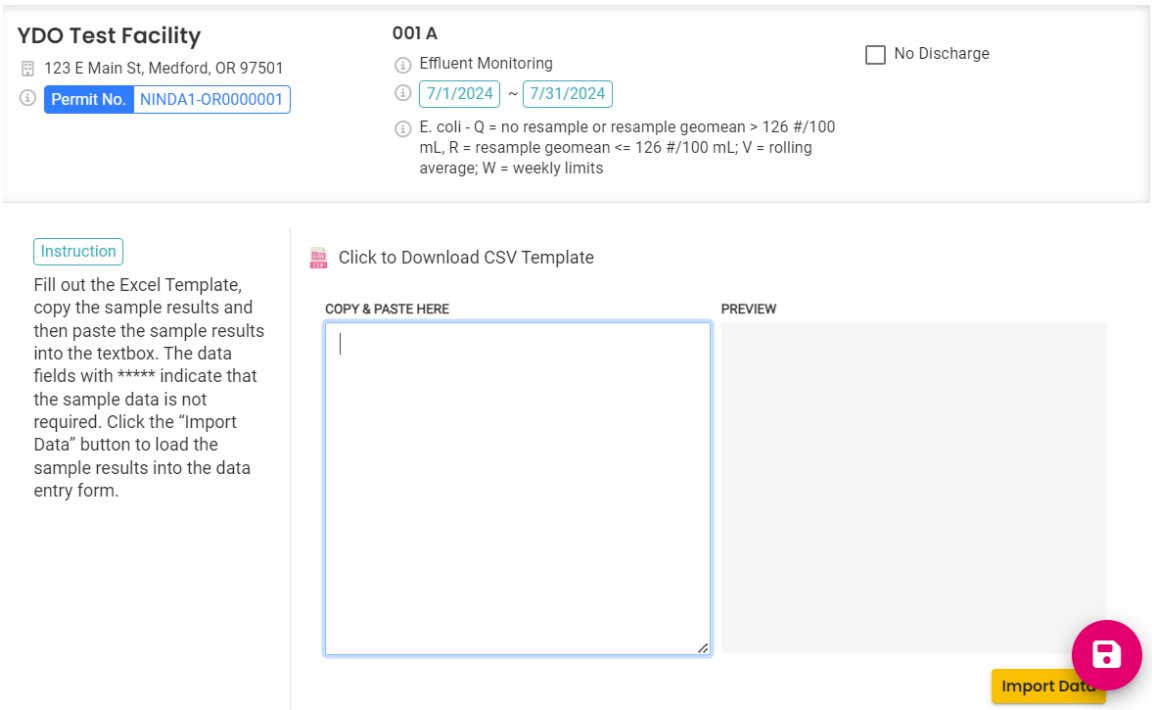
Use your cursor to select all of the data, including cells with asterisks but excluding the first row (column headers) and first column (list of substances).

	A	B	C	D	E	F
1	Substance	Quantity or Loading 1	Quantity or Loading 2	Quality or Concentration 1	Quality or Concentration 2	Quality or Concentration 3
2	Alkalinity, total [as CaCO3] (Effluent Gross - 1)	*****	*****	*****	*****	3.2
3	BOD, 5-day, 20 deg. C (Effluent Gross - 1)	17.2	26.7	*****	2.6	*****
4	BOD, 5-day, 20 deg. C (See Comments - W)	20.95	*****	*****	3.15	*****
5	BOD, 5-day, percent removal (Percent Removal - K)	*****	*****	99.1	*****	*****
6	Coliform, fecal - % samples exceeding limit (Effluent Gross -	*****	*****	*****	*****	0
7	Coliform, fecal general (Effluent Gross - 1)	*****	*****	*****	2	10
8	E. coli (See Comments - Q)	*****	*****	*****	2.1	36.4
9	E. coli (See Comments - R)	*****	*****	*****	*9	*9
10	Enterococci (Effluent Gross - 1)	*****	*****	*****	4.3	22
11	Enterococci - % samples exceeding limit (Effluent Gross - 1)	*****	*****	*****	*****	0
12	Excess thermal load (See Comments - V)	*****	*****	*****	*****	1.2
13	Flow, in conduit or thru treatment plant (Effluent Gross - 1)	0.784	0.969	*****	*****	*****
14	Nitrogen, ammonia total [as N] (Effluent Gross - 1)	*****	*****	*****	*****	0.2
15	pH (Effluent Gross - 1)	*****	*****	6.5	*****	7.1
16	pH range excursions, > 60 minutes (Effluent Gross - 1)	*****	*****	*****	*****	0
17	pH range excursions, monthly total accum (Effluent Gross -	*****	*****	*****	*****	0
18	Solids, suspended percent removal (Percent Removal - K)	*****	*****	99.7	*****	*****
19	Solids, total suspended (Effluent Gross - 1)	8.0	19.3	*****	1.2	*****
20	Solids, total suspended (See Comments - W)	11	*****	*****	1.6	*****
21	Temperature, water deg. centigrade (Effluent Gross - 1)	*****	*****	*****	15	16.2
22	Temperature, water deg. centigrade (See Comments - V)	*****	*****	*****	15.8	*****
23						

Copy this set of values using one of three methods:

- Use the copy icon in the toolbar
- Right-click with your mouse and select “Copy” from the list
- Use the CTRL-C keyboard shortcut

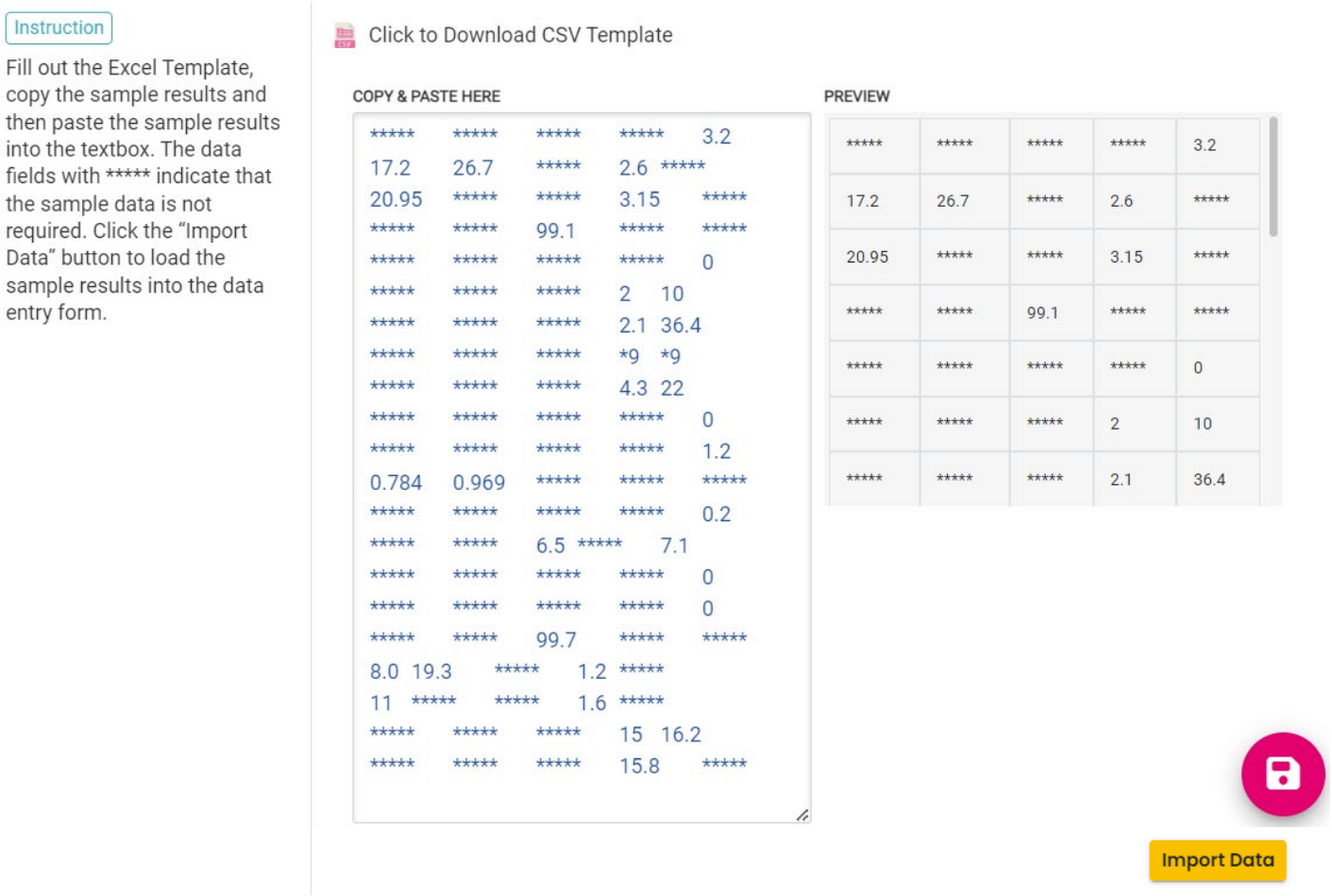
Return to the Your DEQ Online DMR screen and place your cursor in the Copy & Paste Here box. The box will be outlined in blue.



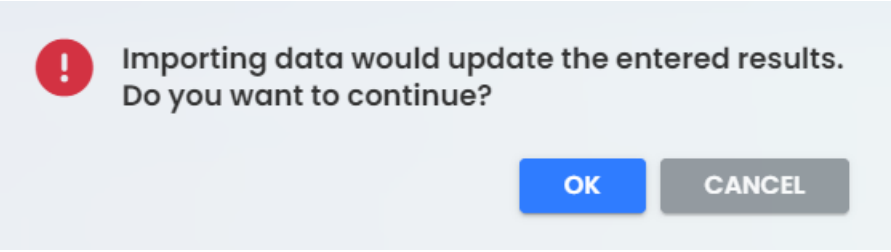
Paste the information you copied from the spreadsheet using one of three methods:

- Use the paste icon in the toolbar
- Right-click with your mouse and select “Paste” from the list
- Use the CTRL-V keyboard shortcut

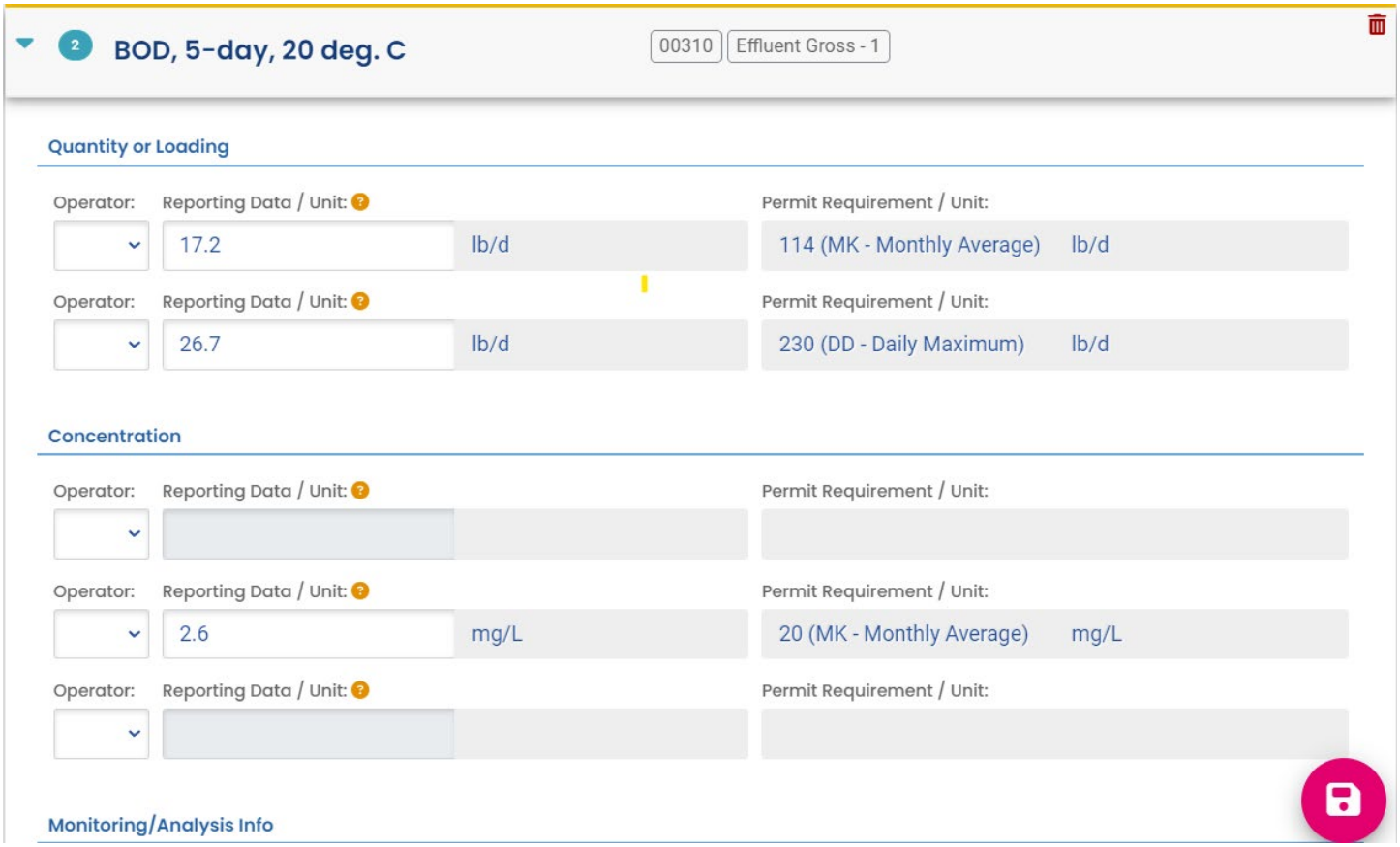
Scroll through the preview to check that each cell has either asterisks (*****), a value, or a NODI code. Click the yellow Import Data button.



Click OK when asked if you want to continue importing data.



The substance rows will change from pink to white, indicating that the values were imported. Click through each substance to verify that the values were imported correctly.



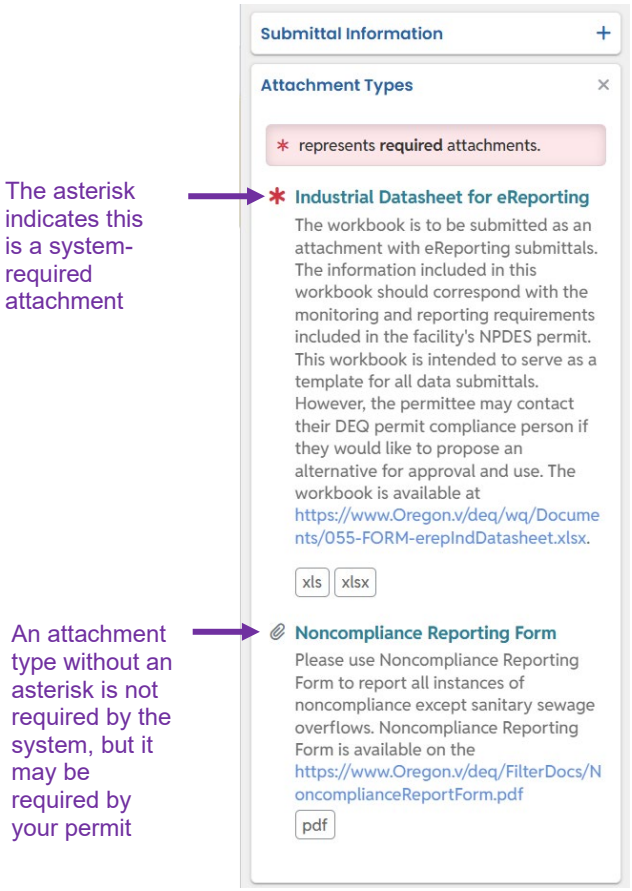
Once you are satisfied that your DMR values are correct, click the Save icon. If you have more than one DMR form listed on the left side of the screen, click the next DMR and follow the same steps outlined above, using either the Ad Hoc or Copy & Paste method. Once all DMRs are complete and there are no longer any red exclamation points showing, click the Save icon and proceed to the Attachment tab.

6 Completing the Attachment tab

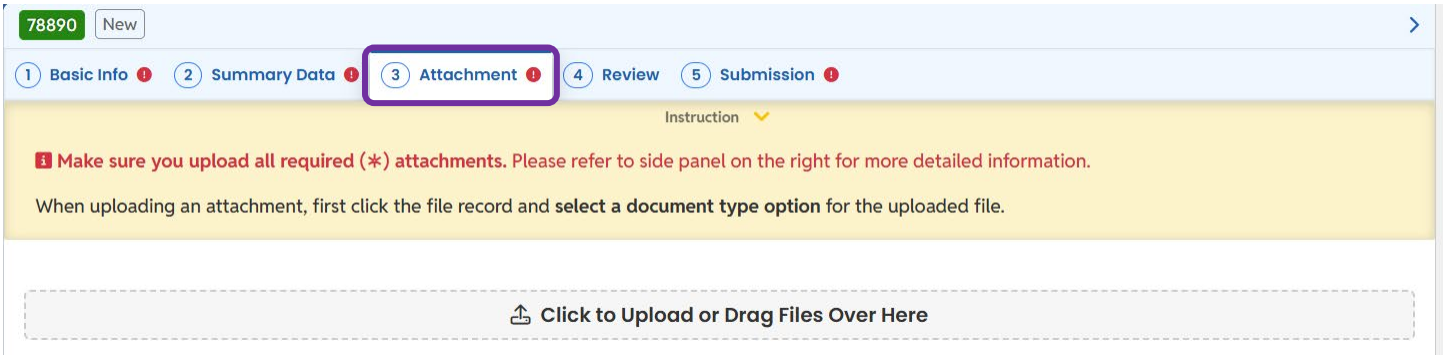
You may need to submit special reports, Electronic Data Delivery (EDD) reporting, noncompliance reports, or other information that is not available in the DMR data entry forms. This type of data must be included with your submission as attachments. The Attachment tab will allow you to browse to and attach a file and identify the type of file you are attaching.

Some attachments are required by Your DEQ Online before you can submit your DMR. The Attachment Types sidebar will show system-required attachments with a red asterisk. Other attachments are not system-required but might be required by your permit in certain circumstances. For example, if you report non-compliance on your DMR, your permit requires that you submit a Noncompliance Reporting Form detailing each instance of noncompliance.

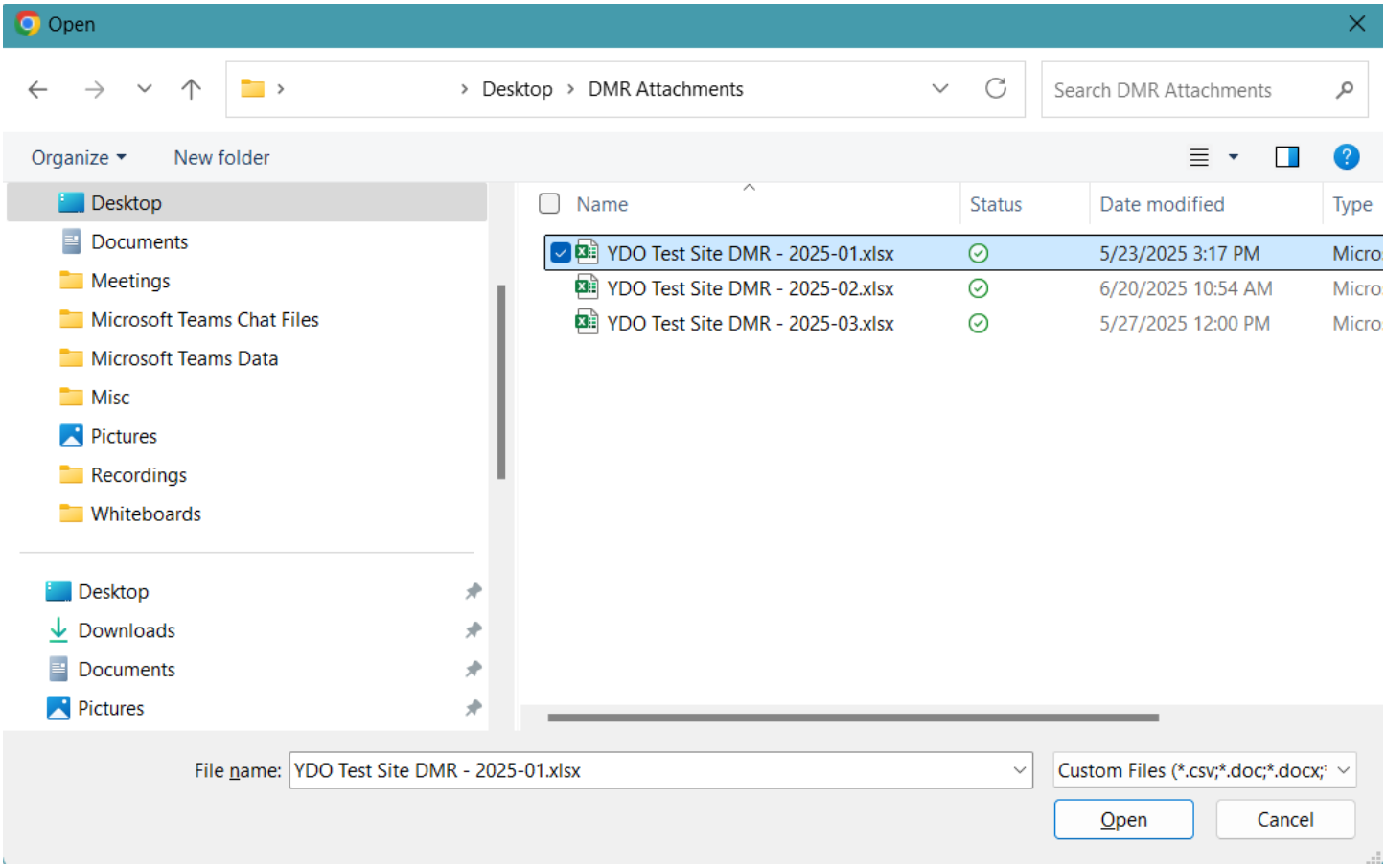
Excel-compatible spreadsheets are the preferred format for data submittal. Other types of attachments, such as laboratory reports, noncompliance reports, and cover letters, are accepted in PDF or other formats. Before uploading, make sure files are in the required format (e.g., pdf, doc, docx) and the file names clearly identify the facility or site and document type (e.g., pH excursion report). This will help to facilitate review of your report and will simplify the next step of the report process.



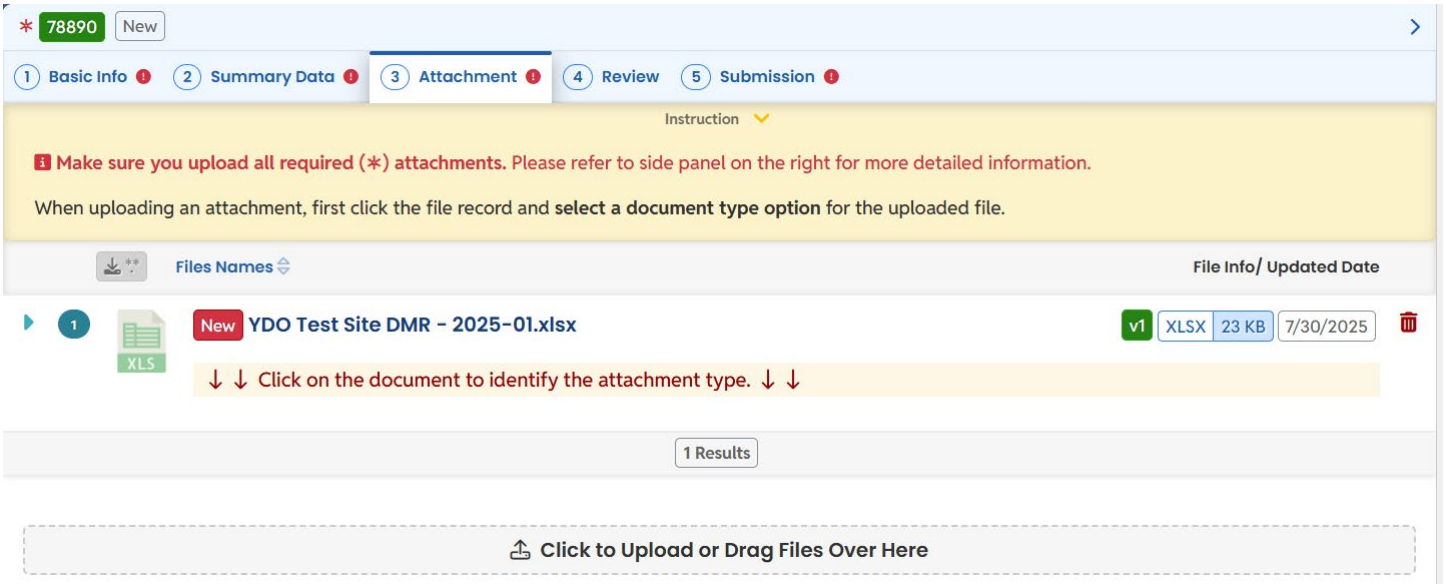
Click on the **Attachment** tab near the top of the Your DEQ Online data entry screen. To add an attachment, click on the gray bar labeled “Click to Upload or Drag Files Over Here.”



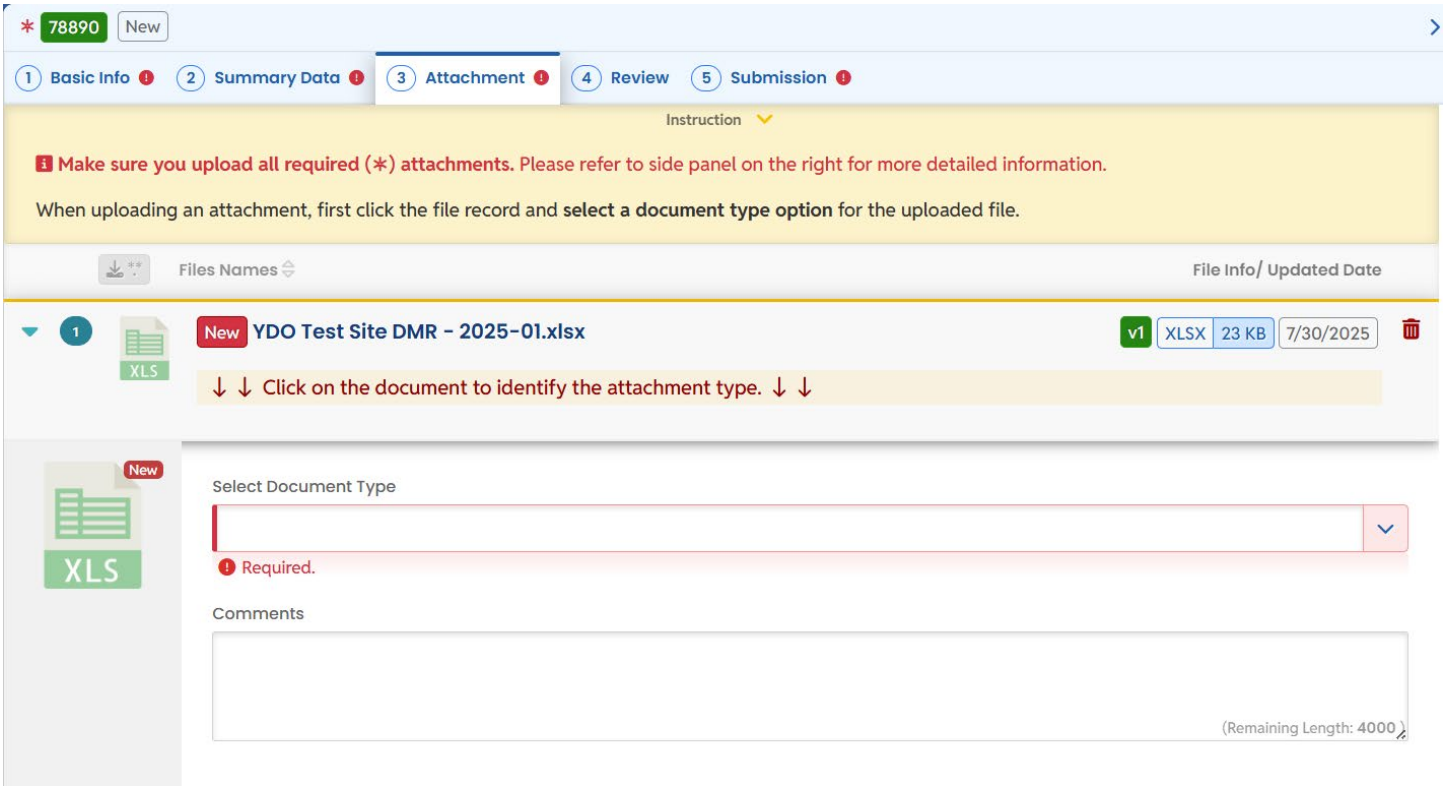
A dialog box will open that allows you to navigate to the file on your computer. Select the desired file and click Open.



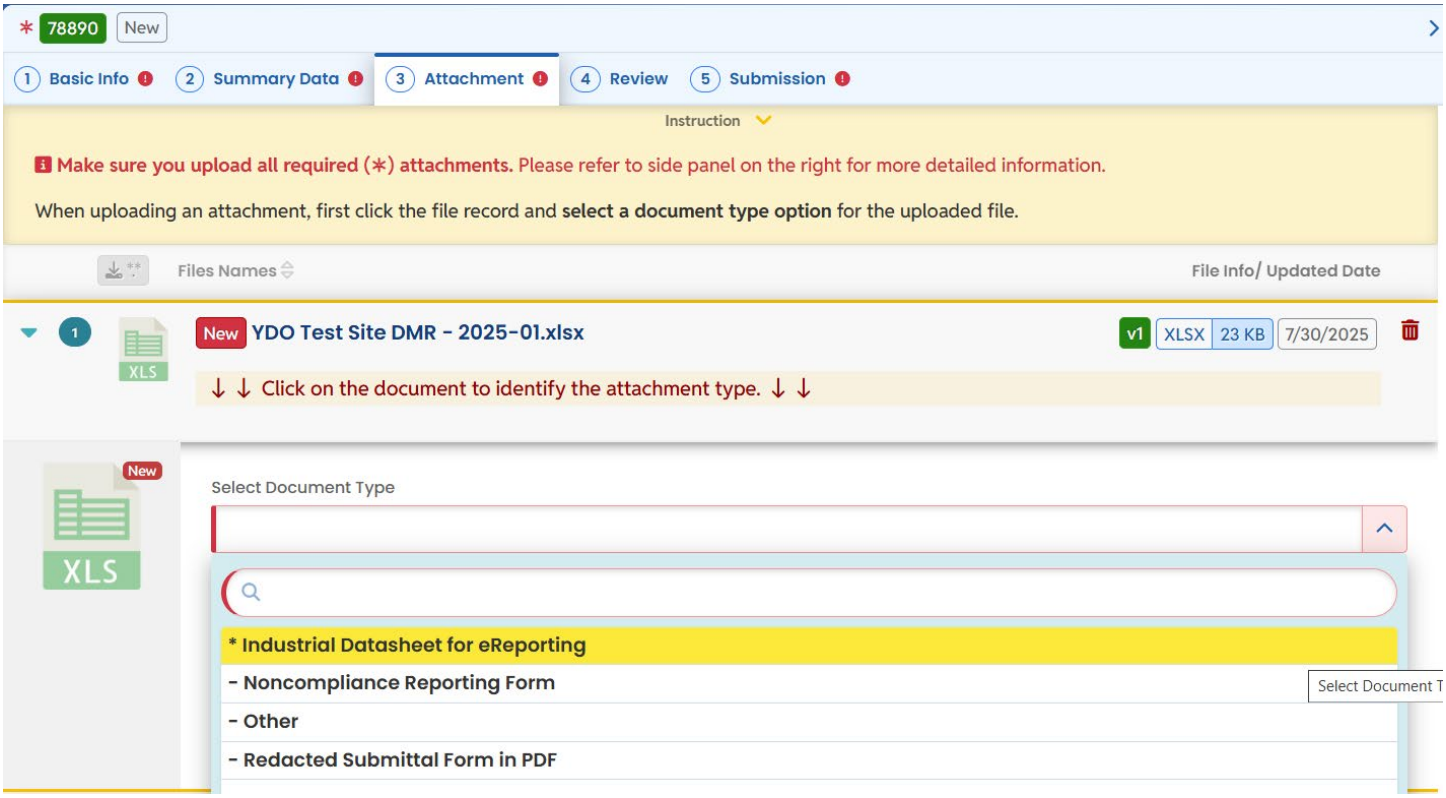
The file will now be listed as an attachment. Next you will identify the type of file you are attaching. Click on the yellow bar with the red arrows labeled “Click on the document to identify the attachment type.”



A new field will appear allowing you to select the document type.



Click on the Select Document Type field to view the available document types. Required document types will be indicated with an asterisk. Click on the appropriate document type in the list to select it.

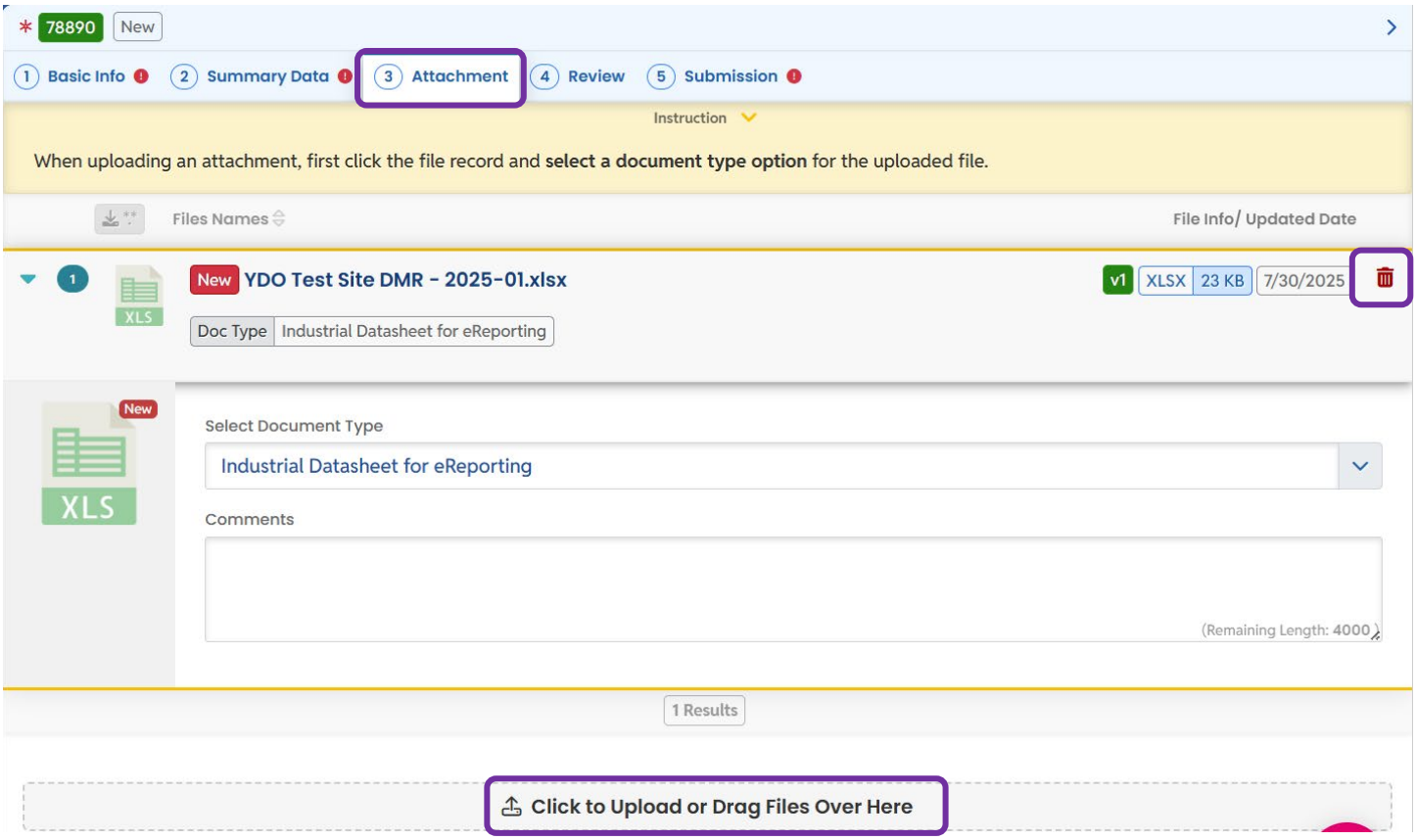


In this example, the document type chosen was the one required by the system prior to submission. Selecting this document type completed the requirements for the Attachment tab and removed the red exclamation point from the tab.

You can choose to add comments about the attachment if desired.

If you need to remove an attachment, click on the red trash can icon on the right side of the screen.

To add additional attachments, click on the gray bar labeled “Click to Upload or Drag Files Over Here” and repeat the process.



7 Completing the Submission tab

Before the DMR can be submitted, it must be properly signed by an authorized person or representative. This may be a principal executive officer or ranking elected official or their designated representative(s). Your DEQ Online will capture the date the DMR was signed and submitted. The person signing the DMR is accountable for:

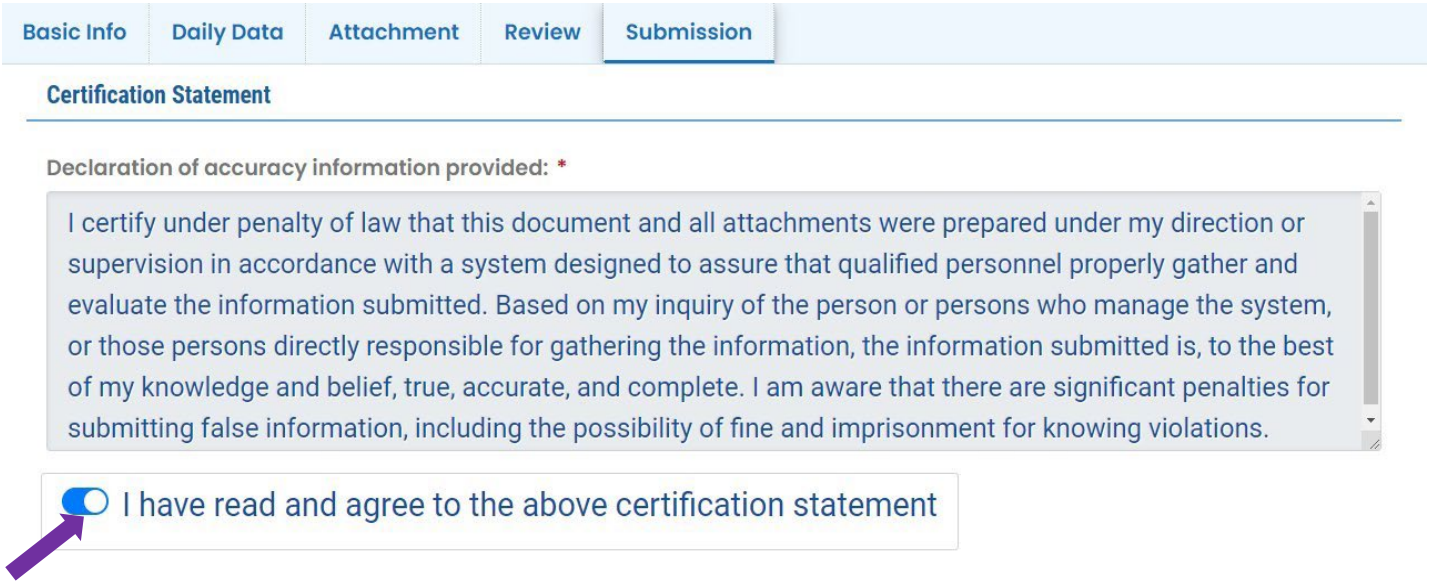
- Assuring that the information submitted has been properly gathered and evaluated
- Certifying it is true, accurate, and complete to the best of their knowledge

The role for signing DMRs in Your DEQ Online is the Responsible Official. The Consultant role may prepare documents and DMRs and use the system for correspondence, data entry and queries, and tracking submittals, but Consultants cannot certify and submit documents. Table 1 describes the privileges associated with the three Your DEQ Online account types.

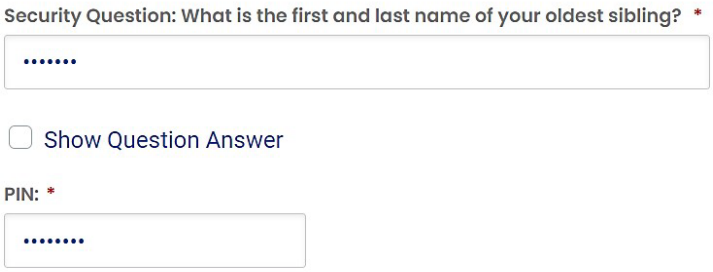
Table 1. Your DEQ Online privileges by account type

Action	Responsible Official	Consultant	General Public
Link to associated facilities and submittals	✓		
Link consultants to facilities and submittals	✓		
Certify and submit documents and DMRs	✓		
Amend, renew, or withdraw submittals	✓		
Manage submittal history	✓		
Submit applications for permit coverage	✓		
Prepare documents and DMRs	✓	✓	
Correspond with DEQ staff and other users	✓	✓	
Enter data	✓	✓	
Perform queries	✓	✓	
Track and review submittals	✓	✓	
Pay invoices	✓	✓	✓
Respond to DEQ-issued public notices	✓	✓	✓

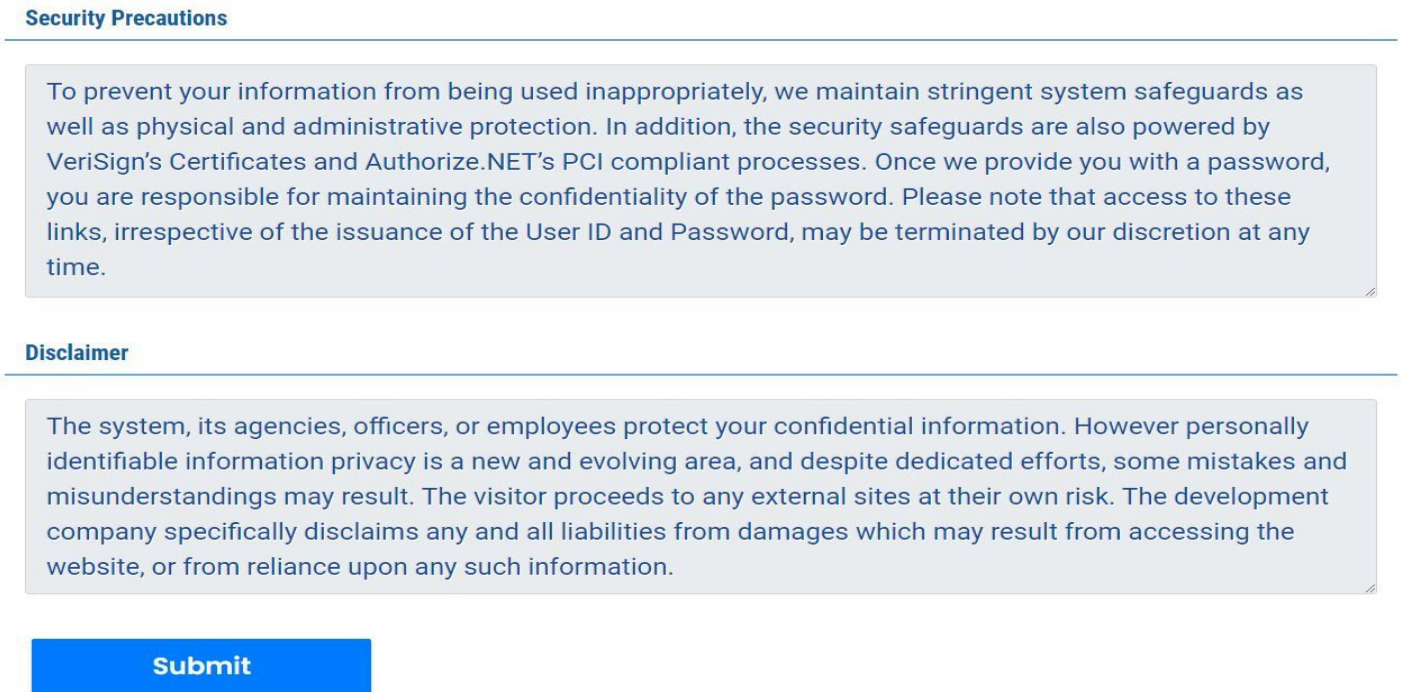
To submit the DMR, on the Submission tab, read the Certification Statement and click the button next to "I have read and agree to the above certification statement."



Answer the security question with the information provided during account registration and enter the personal identification number (PIN) you set up with your password. You will need to answer a security question and provide your PIN with every submission.

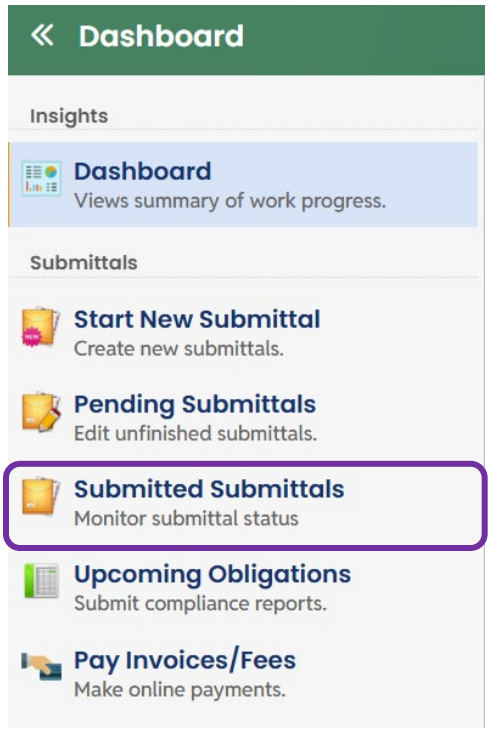


Review the Security Precautions and Disclaimer statements and click Submit.

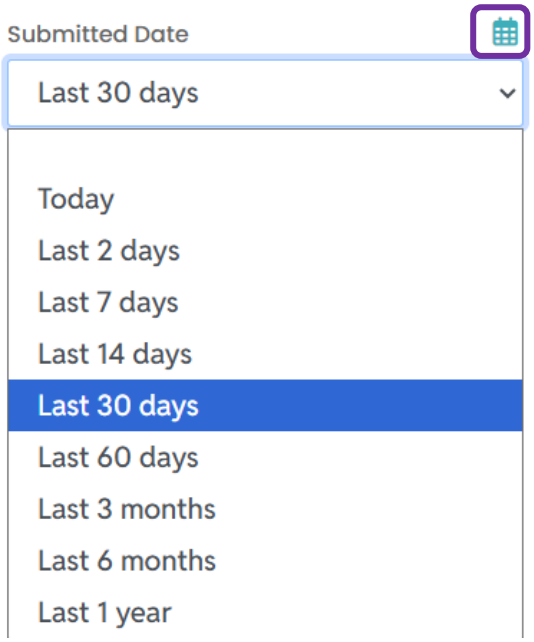


8 Correcting a Discharge Monitoring Report

You can correct and resubmit a DMR via Your DEQ Online if you discovered an error in data entry or a problem in the attachment. Open the main menu by clicking on the double arrows in the upper left corner of the screen, then click on **Submitted Submittals**.

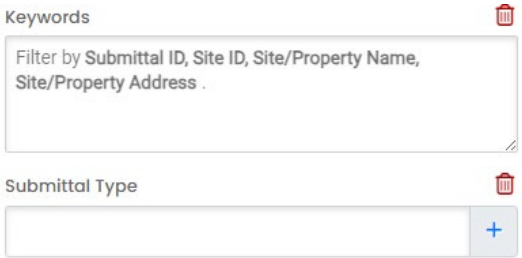


The Submitted Submittals search page defaults to “Last 30 days” for the submitted date, which may not include the DMR you want to revise. Use the dropdown menu to choose a different relative date range, such as “Last 6 months” or “Last year.” You can also choose the blank space above “Today” to allow all results.

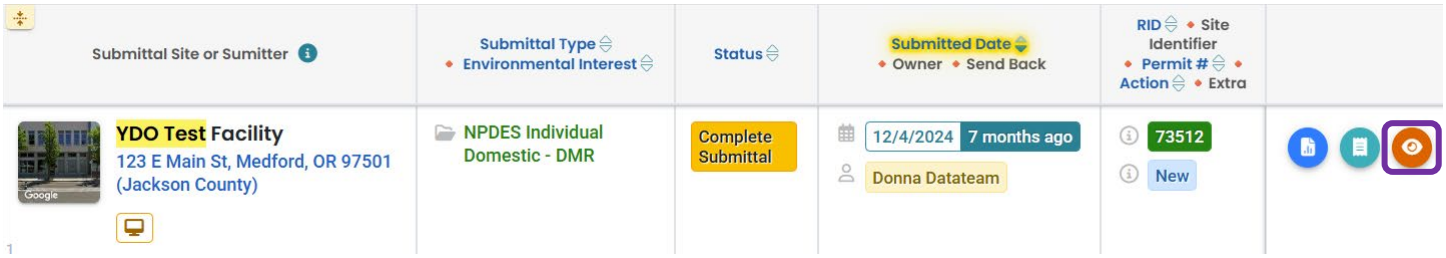


As an alternative, you can click the blue calendar icon next to Submitted Date to enter a specific date range.

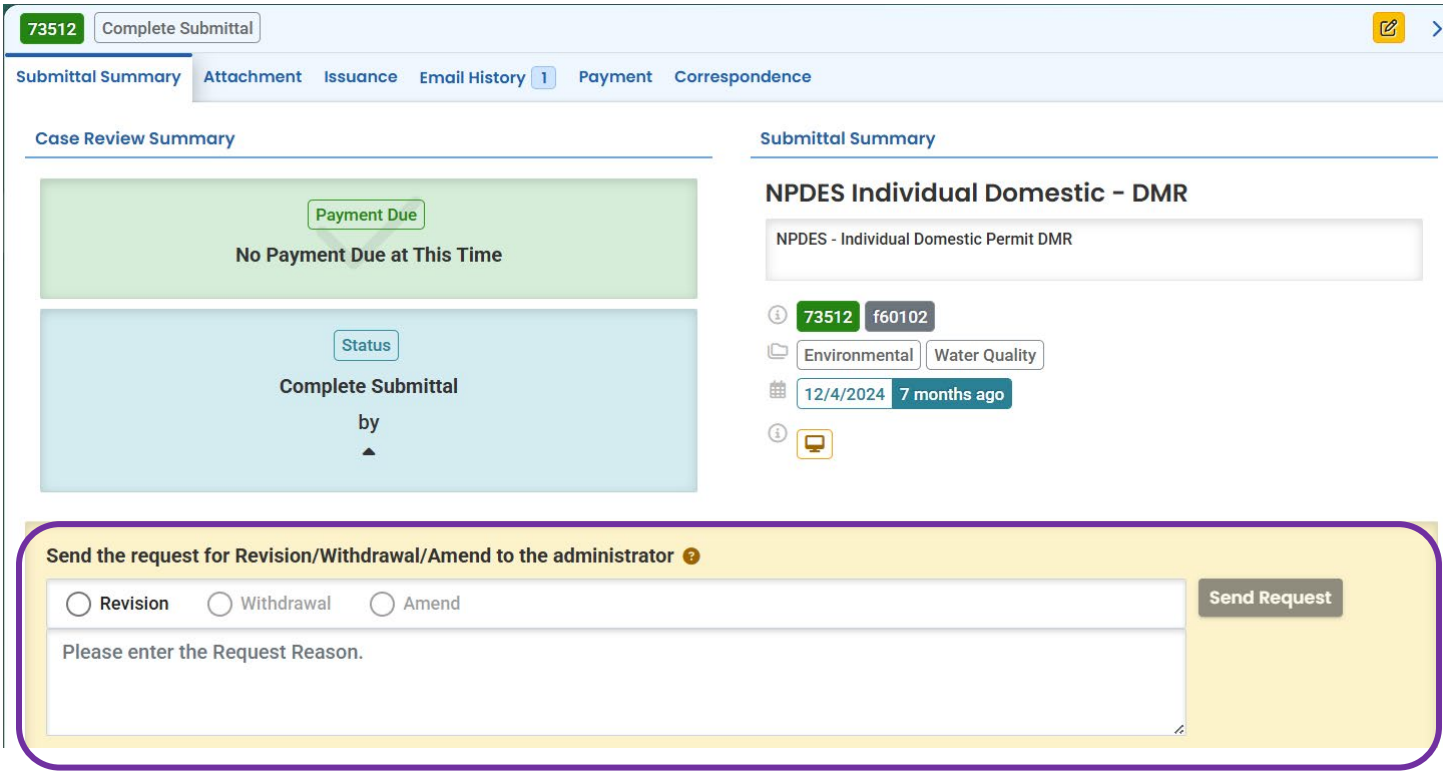
You can also use keywords or specify the Submittal Type to further refine your results.



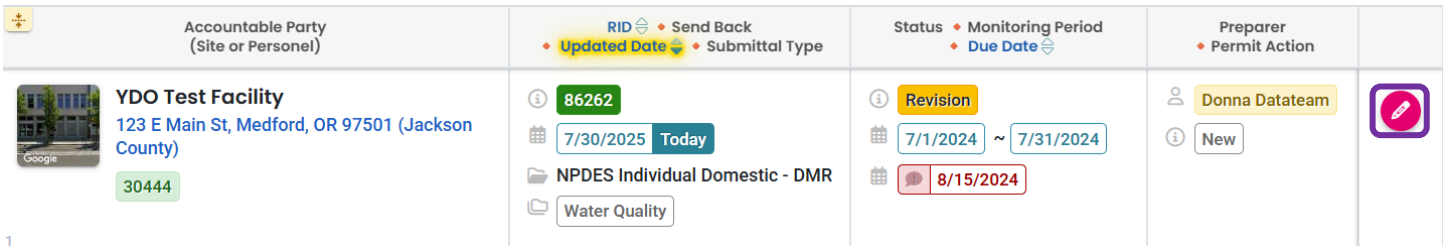
Click the orange eye icon to view the submittal detail.



On the Submittal Summary page, use the yellow box labeled “Sent the request for Revision/Withdrawal/Amend to the administrator” to request a revision. You must enter a Request Reason to enable the Send Request. Once you enter a reason, click Send Request.



Open the main menu by clicking on the double arrows in the upper left corner of the screen, then click on **Pending Submittals**. Search for the DMR for which you requested a revision; it will now be in Revision status. Click on the pencil icon to open it. You may edit, save, and submit the DMR as usual.

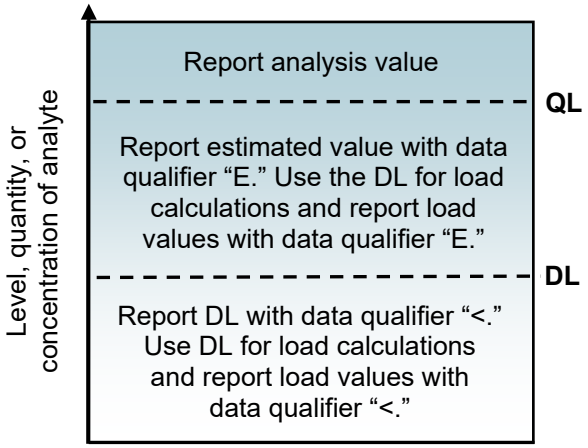


9 Interpreting and reporting laboratory analysis results

9.1 Reporting values below the quantification or detection limits

Analytical methods are associated with two values that affect the way data are entered in Your DEQ Online:

- **Quantification Limit** (QL, MRL or LOQ) is the minimum level, concentration, or quantity of an analyte that can be reported with a specific degree of confidence.
- **Detection Limit** (DL) is the minimum measured concentration of a substance that can be distinguished from a method blank with 99% confidence.



The figure to the right explains how to report laboratory analysis results that are below the method's QL or DL. The next section describes special reporting needed when the permit limit is less than the QL.

9.2 Special reporting when the permit limit is less than the QL

As a standard procedure, DEQ includes a **QL compliance limit** when the permit's calculated limit is less than the quantification limit. Your DEQ Online is set up with the QL compliance limit instead of the calculated limit. However, in some cases, DEQ has omitted a QL compliance limit in the permit, and Your DEQ Online is set up with the calculated limit.

In these cases, reporting either the estimated value or <DL will trigger a false violation because the reported values are greater than the limit. To avoid triggering these false violations, enter one of the following, as applicable:

- When results are above the DL and less than the QL, use NODI code *Q – Not Quantifiable
- When results are less than the DL, use NODI code *B – Below Detection Limit

10 Guide to Discharge Monitoring Report codes and terminology

10.1 Monitoring location codes

The table below contains examples of common monitoring location codes. Your permit may contain different monitoring location codes:

Code	Description
0	Intake
1	Effluent Gross
2	Effluent Net
5	Upstream Monitoring
6	Downstream Monitoring
7	Intake from Stream
G	Raw Sewage Influent
GW	Groundwater
H	During Manufacturing
I	Intake from Well
K	Percent Removal
RW	Receiving Water
Z	Instream Monitoring
O	See Comments
Q	See Comments. Unless otherwise noted, use Q for reporting original samples without violations, or when daily limit for E. coli is exceeded and resample is greater than 126#/100ml.
R	See Comments. Unless otherwise noted, use R when daily limit for E. coli is exceeded and resample is less than 126#/100ml.
SC	See Comments
T	See Comments
U	See Comments
V	See Comments. Unless otherwise noted, V indicates 7-day moving average.
W	See Comments. Unless otherwise noted, W indicates weekly monitoring.

10.2 No data indicator (NODI) codes

There will be instances where you will not have a value to report in a field in your DMR. Your DEQ Online uses No Data Indicator (NODI) codes to represent the reason that a value is not reported. It is important to use the correct NODI code for your circumstances, because several codes create a violation in the system and require follow-up or correction afterward. **NODI codes may only be used if you do not have data. If you have data, you must report the value and may not use a NODI code.**

Below are the different categories of NODI codes with notes on when they should be used. A color-coded quick-reference guide is also included for your convenience.

10.2.1 NODI codes indicating compliance

Monitoring is not required in certain situations. Choose the NODI code that best describes the situation. You do not need to attach a memo or special report when using these codes.

- NODI code *2 Operation Shutdown. Use if the facility was shut down and there was no discharge. You can use this code for the entire DMR.
- NODI code *7 No Influent. Use for influent parameters only.
- NODI code *9 Conditional Monitoring – Not Required This Period. Only use this code if Your DEQ Online contains conditional monitoring, such as E. coli resampling, daily mass load limit exemption, or other reporting that is only required under certain circumstances.
- NODI code *A General Permit Exemption – For use by general permit holders only. **Individual permit holders may not use this code.**
- NODI code *B Below Detection Limit/No Detection. Only use in the special case when the limit is less than the QL, DEQ did not include a QL compliance limit in the permit, and the result is less than the DL. (See page 40).
- NODI code *C No Discharge. Use for only effluent parameters if the facility was operational but did not discharge.
- NODI code *I Land Applied
- NODI code *Q Not Quantifiable. Only use in the special case when the limit is less than the QL, DEQ did not include a QL compliance limit in the permit, **and** the result is greater than the DL and less than the QL. (See page 40).
- NODI code *W Dry Lysimeter/Well
- NODI code *Y State-specific No Data Indicator –Valid. **Permittees may not use this code.**

10.2.2 NODI codes indicating noncompliance

Some NODI codes will flag a violation when used. The DMR must include a memo explaining the circumstances, as specified in Schedule F of your permit (Noncompliance Reporting Requirements).

- NODI code *6 State-specific No Data Indicator – Invalid. **Permittees may not use this code.**
- NODI code *E Failed to sample/required analysis not conducted. Use when monitoring data is not available for any reason other than that described by another NODI code.
- NODI code *P Laboratory Error or Invalid Test. Use when data from resampling or additional monitoring is not available due to laboratory QA/QC failures when proper laboratory lab procedures were followed. Also use when data from resampling or additional monitoring is not available because proper laboratory lab procedures were not followed.

10.2.3 NODI codes indicating compliance that trigger special review

Using NODI codes shaded in yellow indicates compliance with the permit but requires DEQ confirmation. The DMR must include a memo explaining the circumstances or a special report.

- NODI code *3 Special Report Attached. Only use if a special report is needed to show compliance. Do not use if permit limits are not achieved. Generally used for flow-based effluent limits, such as excess thermal loads. (See page 55).
- NODI code *F Insufficient Flow for Sampling. Only use when monitoring was not conducted because of insufficient flow.

NODI code *N Not Constructed. Only use when monitoring was not conducted because the treatment system has not yet been constructed.

NODI code *T Environmental Conditions – Monitoring Not Possible. Use when monitoring was not conducted because of weather-related conditions, including frozen conditions, fire conditions, natural disaster, and if extreme weather creates unsafe conditions for collecting ambient samples.

Quick reference guide to NODI codes

Code	Description	Notes
*2	Operation shutdown	Code indicates compliance and will not trigger a violation.
*3	Special report attached	Code does not automatically trigger a violation, but DEQ will review supplemental information to determine if a violation has occurred.
*6	State-specific No Data Indicator – Invalid	Code should not be used.
*7	No influent	Code indicates compliance and will not trigger a violation.
*9	Conditional monitoring – not required this period	Code indicates compliance and will not trigger a violation.
*A	General permit exemption	Code should not be used.
*B	Below detection limit/no detection	Code indicates compliance and will not trigger a violation.
*C	No discharge	Code indicates compliance and will not trigger a violation.
*E	Failed to sample/required analysis not conducted	Code indicates noncompliance and will trigger a violation.
*F	Insufficient flow for sampling	Code does not automatically trigger a violation, but DEQ will review supplemental information to determine if a violation has occurred.
*I	Land applied	Code indicates compliance and will not trigger a violation.
*N	Not constructed	Code does not automatically trigger a violation, but DEQ will review supplemental information to determine if a violation has occurred.
*P	Laboratory Error or Invalid Test	Code indicates noncompliance and will trigger a violation.
*T	Environmental Conditions – Monitoring Not Possible	Code does not automatically trigger a violation, but DEQ will review supplemental information to determine if a violation has occurred.

*Q	Not-quantifiable	Code indicates compliance and will not trigger a violation.
*W	Dry lysimeter/well	Code indicates compliance and will not trigger a violation.
*Y	State-specific No Data Indicator – Valid	Code should not be used.

11 How do I calculate summary statistics?

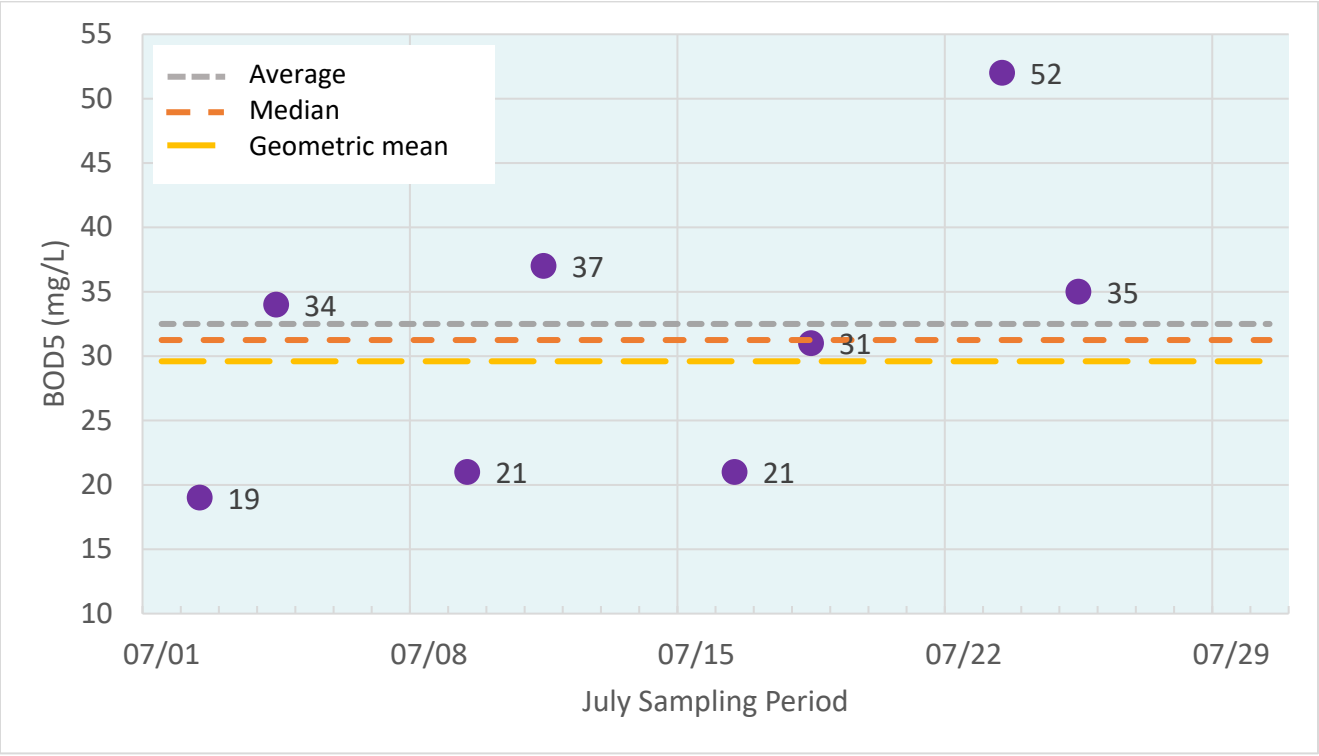
To determine compliance with limits and monitoring requirements, permittees need to perform calculations on raw data to enter in Your DEQ Online. Below are instructions for calculating common summary statistics, including sample calculations for an example biochemical oxygen demand (BOD) dataset.

11.1.1 Example data

Below is an example dataset for BOD effluent concentration that demonstrates how common summary statistics are calculated for Your DEQ Online data entry fields. The sampling frequency is two times per week, and the effluent limit is 45 mg/L.

Example BOD_5 sampling data

Date	Day	Measured Value
7/3	Tue	19.0
7/5	Thu	34.0
7/10	Tue	21.0
7/12	Thu	37.0
7/17	Tue	21.0
7/19	Thu	31.0
7/24	Tue	52.0
7/26	Thu	35.0



Example BOD monitoring data

11.1.2 Example calculations

Daily Minimum

The lowest sample result for a day occurring in the reporting period. Record the smallest single figure.
The minimum for the example data set is 19.

Daily Maximum

The highest sample result for a day occurring in the reporting period. Record the largest single figure.
The maximum for the example data set is 52.

Monthly Average

The sum of all values in the month divided by the number of values. If one or more of your values is below the detection limit, use a value of 0 in the calculation.

$$= \frac{19 + 34 + 21 + 37 + 21 + 31 + 52 + 35}{8}$$

$$= 31.25$$

Median

When arranged in ascending order, the median is the middle value of an odd number of values or the average of the two middle values of an even number of values.

Samples arranged in order:

Two middle values

19 21 21 [31 34] 35 37 52

Because the set of values below is even-numbered, the median is the average of the two middle values:

$$\frac{(31 + 34)}{2} = 32.5$$

Geometric Mean

Multiply all values and calculate the n^{th} root of the product. If one or more of your values is below the detection limit, see DEQ's *Guidance for Self-Monitoring Laboratories (NPDES and WPCF)*.

$$= \sqrt[8]{19 \times 34 \times 21 \times 37 \times 21 \times 31 \times 52 \times 35}$$

$$= 29.6$$

Rolling Seven-Day Average

A rolling seven-day average is required in some permits for specific parameters. A rolling seven-day average is calculated each day by averaging daily maximum values from the most recent seven consecutive calendar days. The result is the rolling seven-day average for the last day in the period.

If the sampling frequency is less than daily, the calculation may include fewer than seven values, and the denominator in the averaging calculation would reflect the number of values (days) to be averaged.

Example of 7-day average value to be reported for day 7:

Day [1 2 3 4 5 6 7] 8

$$\frac{23 + 19 + 34 + 21 + 37 + 21 + 31}{7} = 26.6$$

Example of 7-day average value to be reported for day 8:

Day 1 [2 3 4 5 6 7 8]

$$\frac{19 + 34 + 21 + 37 + 21 + 31 + 30}{7} = 27.6$$

Example of 7-day average value to be reported for day 8 when monitoring does not occur on days 2, 4, 6 and 8:

Day 1 [2 3 4 5 6 7 8]

$$\frac{0 + 34 + 0 + 37 + 0 + 31 + 0}{3} = 34$$

Mass Loading

The total amount of a pollutant discharged in the effluent over a period of time. It is calculated based on flow and pollutant concentration.

$$\boldsymbol{Mass\ loading}\left(\frac{\boldsymbol{lb}}{\boldsymbol{day}}\right) = \boldsymbol{Q}\ (\boldsymbol{MGD}) \times \boldsymbol{C}\left(\frac{\boldsymbol{mg}}{\boldsymbol{L}}\right) \times \mathbf{8.34}$$

Where: Q = flow
C = concentration
8.34 = unit conversion factor

Percent of Samples over Limit

The number of samples over the limit divided by the total number of samples. Limit = 45 mg/L.

Samples: 19 21 21 31 34 35 37 [52]

One sample is over the limit

$$= \frac{\mathbf{1\ sample\ over\ limit}}{\mathbf{8\ samples\ total}} \times \mathbf{100}$$

$$= \mathbf{12.5}\%$$

Percent Removal Efficiency

Calculate the monthly average influent and effluent concentrations and determine percent removal using the following formula:

$$= \frac{\textbf{Influent conc.} - \textbf{Effluent conc.}}{\textbf{Influent conc.}} \times \mathbf{100}$$

Monthly average influent concentration = 300 mg/L
Monthly average effluent concentration = 30.3 mg/L

$$= \frac{\mathbf{300} - \mathbf{30.3}}{\mathbf{300}} \times \mathbf{100}$$

$$= \mathbf{89.9}\%$$

Weekly Average/Maximum Weekly Average

Some permit limits are expressed as a weekly average or maximum weekly average. First calculate a weekly average for each week using all samples taken within each week. Only full weeks are used when calculating weekly average values. A full week begins on Sunday and ends on Saturday. Values from the previous month may be required for calculation of the weekly average for the first week of the month. If the last week of month is not a full week, the weekly average for that week is not reported for that month. Enter the highest weekly average as the maximum weekly average.

If you sample twice per week, the month begins on a Thursday, and the first sample of the week was in a prior month, use the last sample of the previous month and the first sample of the current month to calculate the first week's average.

If the two samples of the last week are in different months, no value is reported for that week. The two samples will be reported as a full week in the following month.

If you sample weekly or once every two weeks, enter the highest sample value for the month as the maximum weekly average.

Example Weekly Average Calculations

Date	Day	Measured Value	Weekly Average
2/20	Tue	22.0	25.5
2/22	Thu	29.0	
2/27	Tue	23.0	21.0
3/1	Thu	19.0	
3/6	Tue	34.0	27.5
3/8	Thu	21.0	
3/13	Tue	37.0	29.0
3/15	Thu	21.0	
3/20	Tue	31.0	30.5
3/22	Thu	30.0	
3/27	Tue	35.0	43.5
3/29	Thu	52.0	

Report the last week in February on the March DMR. Use the 2/27 sample to calculate the first weekly average in March.

Maximum weekly average is determined by calculating each's week's average concentration as described above and reporting the highest weekly average.

12 How do I enter *E. coli* results in Your DEQ Online?

12.1 *E. coli* limits in NPDES permits

National Pollutant Discharge Elimination System permits for facilities that discharge into freshwater require *E. coli* monitoring and reporting. The limits are:

- Must not exceed a monthly geometric mean of 126 organisms/100 mL.
- No single sample may exceed 406 organisms/100 mL.

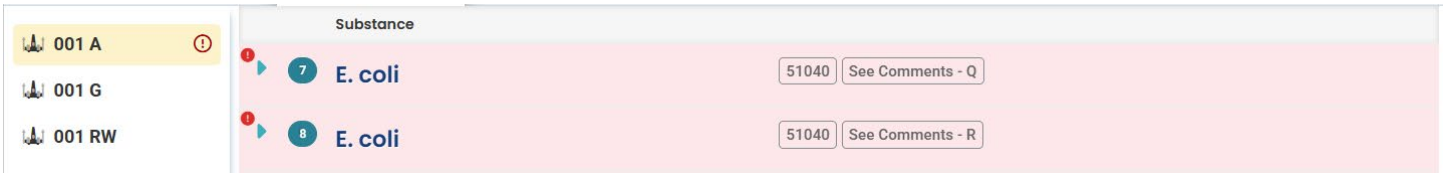
However, the permittee may demonstrate compliance with the single sample limit if:

- Resampling is done within the time specified by the permit (typically a minimum of five consecutive re-samples at four-hour intervals beginning within 28 hours after the original sample was taken); AND
- The geometric mean of the resamples is less than or equal to 126 organisms/100 mL. All resamples that meet quality control requirements must be included in the calculation.

12.2 Reporting *E. coli* in Your DEQ Online

Your DEQ Online has two rows for reporting *E. coli* monitoring results: row Q and row R. Note that the monthly limit is the same in both rows Q and R, but the daily maximum (single sample) limit is not included on row R.

You must report data in only one row. **Do not enter monitoring results in both rows Q and R. Enter NODI code *9 - *Conditional Monitoring – Not Required This Period* in the unused row.**



Enter data in Row Q and NODI code *9 in Row R if:

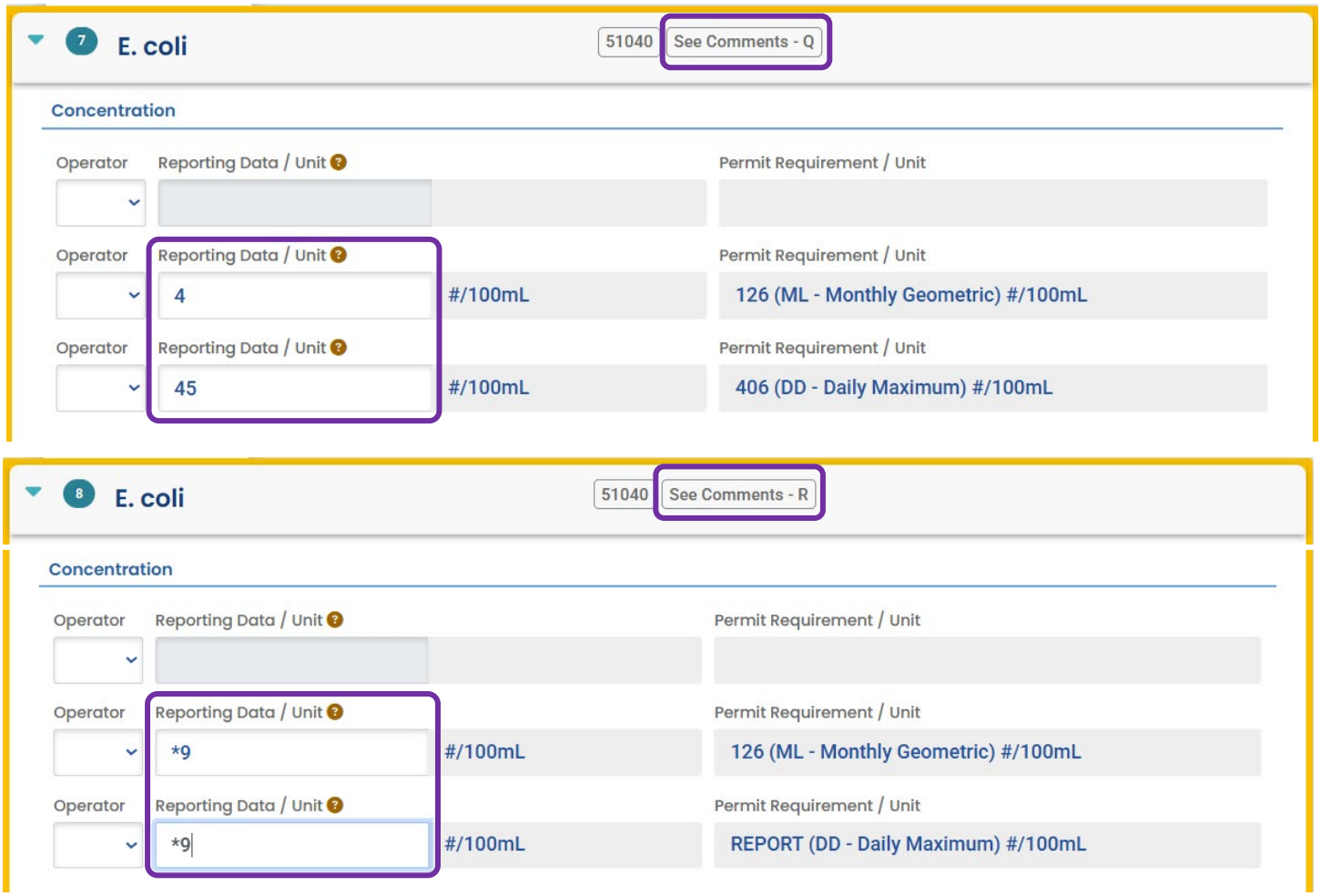
- Resampling was not performed, regardless of whether any limits are exceeded; *OR*
- Resampling was performed, but did not meet the resampling requirements in the permit; *OR*
- Resampling was performed and the geometric mean of one or more of the resampling events is **greater than** 126 organisms/100mL.

Enter data in Row R and NODI code *9 in Row Q only if all the following are true:

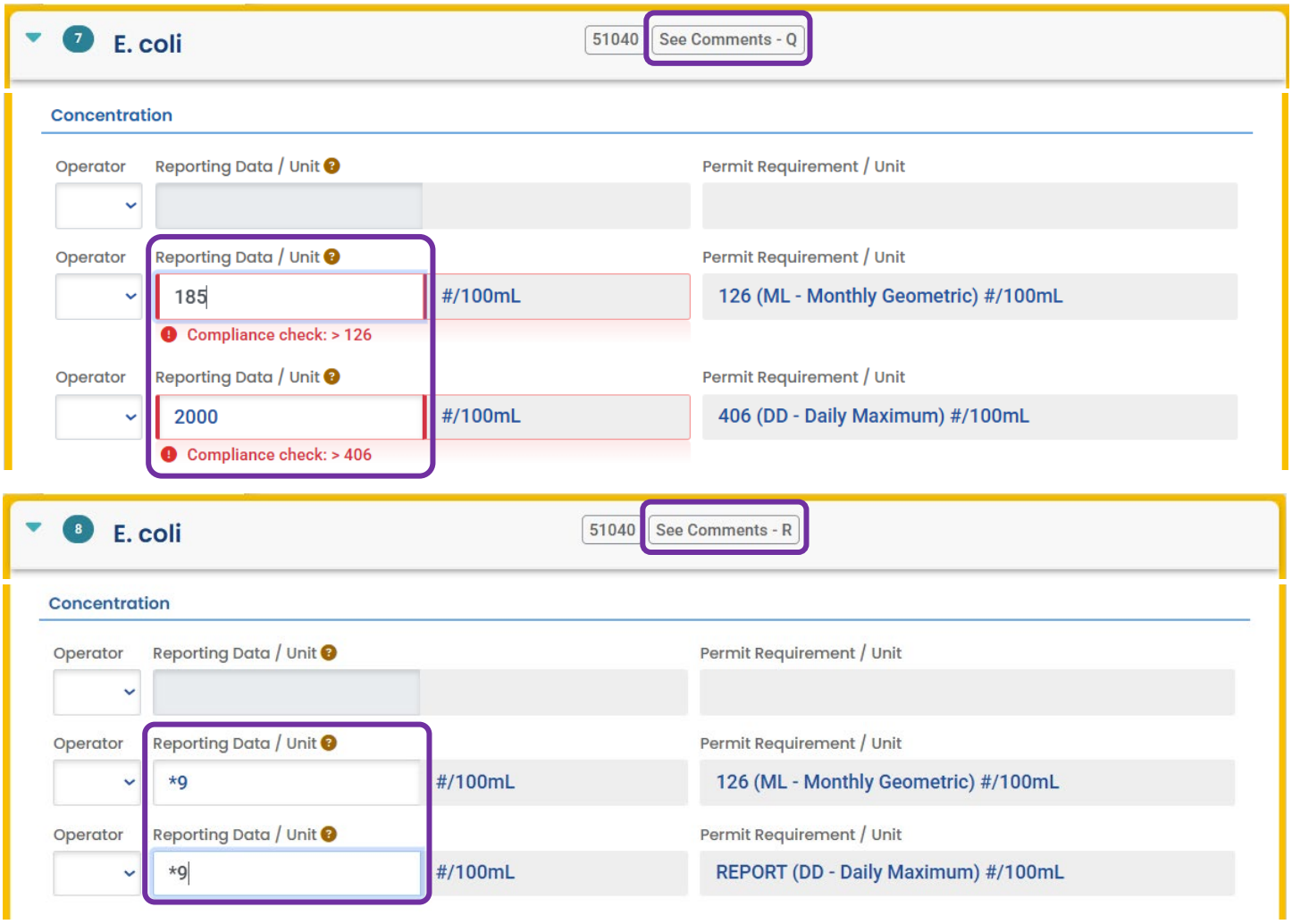
- One or more result is greater than 406 organisms/100mL
- Resampling was conducted in accordance with permit requirements
- The geometric mean of each resampling event is less than 126 organisms/100mL

Below are three examples of E. coli reporting using Row Q and Row R.

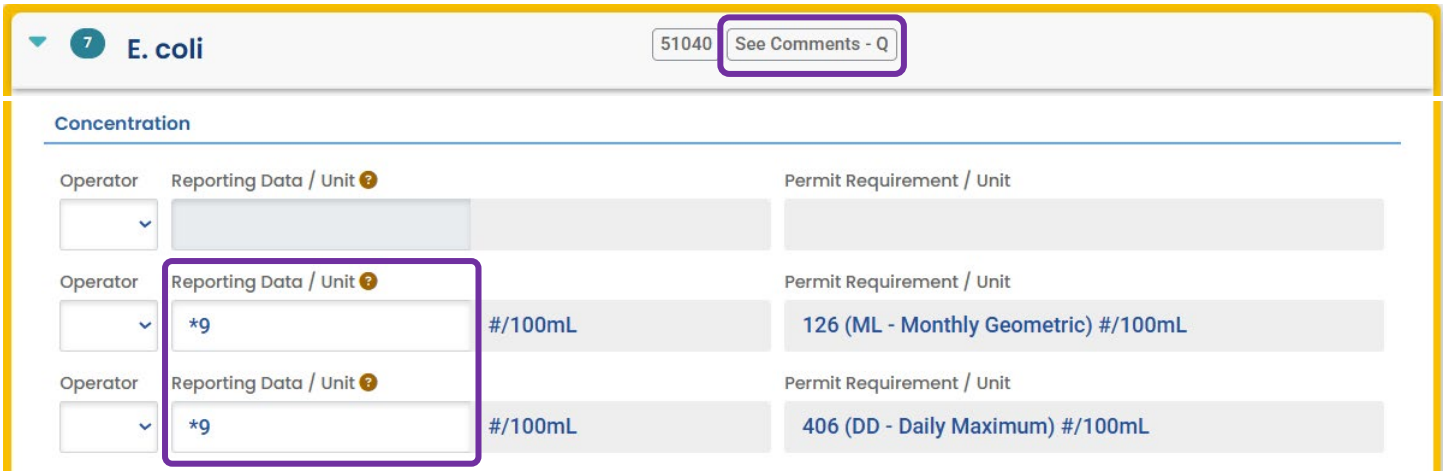
Example E. coli reporting with no resampling

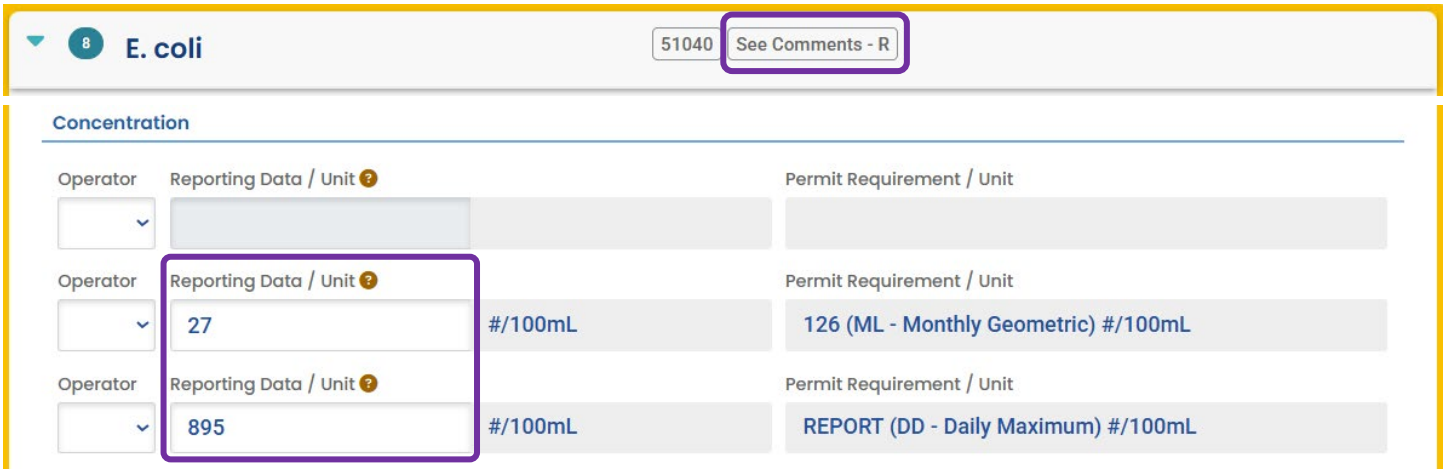


Example E. coli reporting where resampling was conducted, but the geometric mean of the resample exceeded the limit



Example E. coli reporting where resampling was conducted, and the geometric mean of the resample was less than the limit





12.2.1 When is an *E. coli* special report required?

You must attach a special report to the Your DEQ Online submittal whenever resampling is conducted. The report must include the results of all resamples and the geometric mean of the resamples. All *E. coli* monitoring done within the allowable resampling period specified in the permit must be included in the geometric mean, including any monitoring conducted after the initial high sample and prior to the beginning of resampling. For instance, if a facility monitors *E. coli* daily and the resampling began after the next day's regular monitoring, the result from the regular monitoring must be included in the geometric mean for determining a violation of the high single sample. Also, the monthly geometric mean must be calculated using all *E. coli* monitoring results that meet quality assurance and quality control requirements. This includes all results that exceed the single sample limit and all resample results.

12.3 What do I need to include in the *E. coli* special report?

Your E. coli resampling special report must contain the following:

1. Resample Results and Calculations: For each resampling event, include a table with all results taken after the high sample within the period allowed by the permit and calculation of the geometric mean of these results, and
2. Calculation of Monthly Geometric Mean: A table with all E. coli results that pass QA/QC, including the result that exceeded the daily limit and the resample results, with the calculation of the geometric mean of all these values.

12.4 Example *E. coli* resampling special report

In this example, the resample results are less than 126 organisms/100 mL. Enter NODI code *9 in row Q and enter the data in row R. The monthly geometric mean is 14.5 organisms/100mL and the daily maximum is >2420 organisms/100 mL. For the monthly geometric mean calculation, ">2420" is replaced with the value 2420, and the resample values are also included.

		Date	Time	Result	Geomean
Original Sample →		9/7/18	8:00	>2420.0	
Resamples		9/8/18	10:05	13.0	
		9/8/18	2:10	11.0	
		9/8/18	6:05	8.6	
		9/8/18	10:01	50.0	
		9/9/18	2:06	28.5	17.7
Daily	1	9/1/18			
	2	9/2/18			
	3	9/3/18			
	4	9/4/18			
	5	9/5/18		8.6	
	6	9/6/18		344.8	
	7	9/7/18		2420.0	
	8	9/8/18			
	9	9/9/18			
	10	9/10/18			
	11	9/11/18		15.6	
	12	9/12/18		24.1	
	13	9/13/18		49.6	
	14	9/14/18			
	15	9/15/18			
	16	9/16/18			
	17	9/17/18			
	18	9/18/18		3.1	
	19	9/19/18		2.0	
	20	9/20/18		3.0	
	21	9/21/18			
	22	9/22/18			
	23	9/23/18			
	24	9/24/18			
	25	9/25/18			
	26	9/26/18		1.0	
	27	9/27/18		2.0	
	28	9/28/18		6.3	
	29	9/29/18			
	30	9/30/18			
		Monthly Geometric Mean		14.5	

Figure 1. E. coli resampling special report

13 How do I report biochemical oxygen demand and total suspended solids mass loads in Your DEQ Online?

Mass limits specify the quantity of a pollutant that is discharged by a facility over a specified amount of time, e.g., pounds per day. Mass limits include monthly, weekly, and daily summary statistics. To determine compliance with mass limits, first calculate the daily load in pounds per day by multiplying the concentration (in milligrams per liter) by the total daily flow (in million gallons per day) on the same day and include a unit conversion factor of **8.34**. Calculate the weekly and monthly averages based on the daily mass loads during the reporting period (e.g., week or month).

For example, a facility is required to collect two samples per month for total suspended solids (TSS) analysis and report the average weekly and monthly loads. The flow and concentration for the two days are as follows:

Week	TSS Concentration	Flow	Calculation	Load
1	10 mg/L	0.78 MGD	10 x 0.78 x 8.34	65.0 lb/day
2	No sample	—	—	—
3	< 2.0 mg/L	0.85 MGD	<2.0 x 0.85 x 8.34	<14.2 lb/day
4	No sample	—	—	—

The maximum weekly average load is 65.0 lbs/day. The monthly average load is:

$$= \frac{65.0 + 14.2}{2}$$

$$= < 39.6 \ \frac{lbs}{day}$$

If the permit only requires one sample per month and no additional monitoring is done, calculate the daily load using the single concentration value and the total daily flow for that day. Report this load in Your DEQ Online as the daily maximum, weekly maximum, and monthly average load.

13.1 How do I report a daily mass limit suspension in Your DEQ Online?

Many permits suspend the daily BOD and TSS mass limits on high flow days, typically twice the average daily dry weather flow. Your DEQ Online DMRs for these permits have two rows to report daily mass load. The rows are distinguished by unique stage codes, which are defined in the DMR comments section of every Your DEQ Online screen. While various pairs of stage codes can be used, DEQ typically sets up Your DEQ Online with row S for standard reporting and row T for reporting daily mass limit suspensions. However, be sure to refer to the DMR comments to determine which row to use for each situation.

Note: The mass limit suspension applies to the daily mass limit only. The monthly and weekly averages are calculated using all data. Always use Row W to report the maximum weekly average BOD and TSS load and concentration (see p. 50 for instructions on how to calculate and report weekly statistics).

The highest daily value or values must be reported for both time periods:

1) Daily flow is less than the suspension flow, and
2) Daily flow is greater than the suspension flow.

The following are some scenarios:

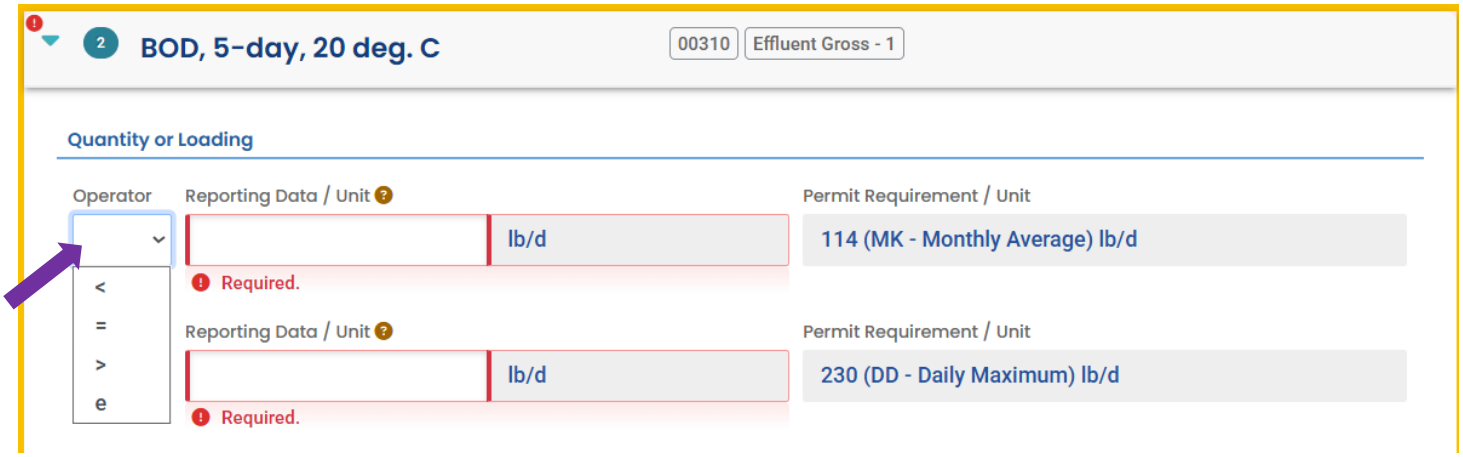
1) All BOD and TSS monitoring was done when the daily flows were **less than** the suspension flow: Report mass values on the row that has a daily limit (typically S) and enter NODI *9 on the other row.
2) All BOD and TSS monitoring was done when the daily flows were **greater than** the suspension flow: Report mass values on the row without a daily limit (typically T) and enter NODI *9 on the other row.
3) BOD and/or TSS monitoring was done on days that were greater than and less than the suspension flow: Report the same monthly average in both rows using all the data. Report the maximum daily mass value from days when the flow is less than the suspension flow on the row with the daily mass limit (typically S). Report the maximum daily mass value from days when the flow is less than the suspension flow on the row with the daily mass limit (typically row T).

13.2 Other BOD and TSS Your DEQ Online setups

Some permits have three or more flow criteria with different limits for each. The flow ranges and their corresponding stage codes are defined in the DMR Comments section of every Your DEQ Online data entry screen. When you have multiple rows to report BOD/TSS measurements, use the row that corresponds with the facility's daily maximum flow on the day the measurement was taken. Report *NODI Code *9* in the other rows to ensure there are no blank data entry fields when you submit the DMR.

13.3 How do I report when BOD and CBOD data does not meet the minimum dissolved oxygen residual or dissolved oxygen depletion?

DEQ permits state that if quality control checks do not meet acceptance criteria, the results must be reported but not used in calculations of summary statistics. This condition applies to the standard (glucose-glutamic acid), blank (dilution water), and seed control quality checks. When the minimum dissolved oxygen depletion or the minimum residual dissolved oxygen is not met, the data must be used in summary statistic calculations, and the summary statistics are reported with the < or > data qualifiers. For example, when calculating mass loads, the data qualifiers are added to the value in Your DEQ Online using the Operator drop-down menu.



14 Reporting excess thermal load in Your DEQ Online

DEQ permits specify several different methods for calculating excess thermal load (ETL) limits. ETL limits may be expressed as an absolute limit for a given time period, or a calculated limit using flows, temperatures, or other parameters. Typically, the absolute limit is based on the low-flow critical case and is listed as Option A, while the calculated flow-based limit is listed as Option B (and sometimes Option C when temperature or other parameters are included). An example is shown below:

Option A – No stream flow monitoring

Parameter	**Limitations**
Excess Thermal Load during…	*Shall not exceed a rolling seven-day average of…*
April 1–June 30	274 million Kcals/day
July 1–August 31	238 million Kcals/day
September 1–October 31	208 million Kcals/day

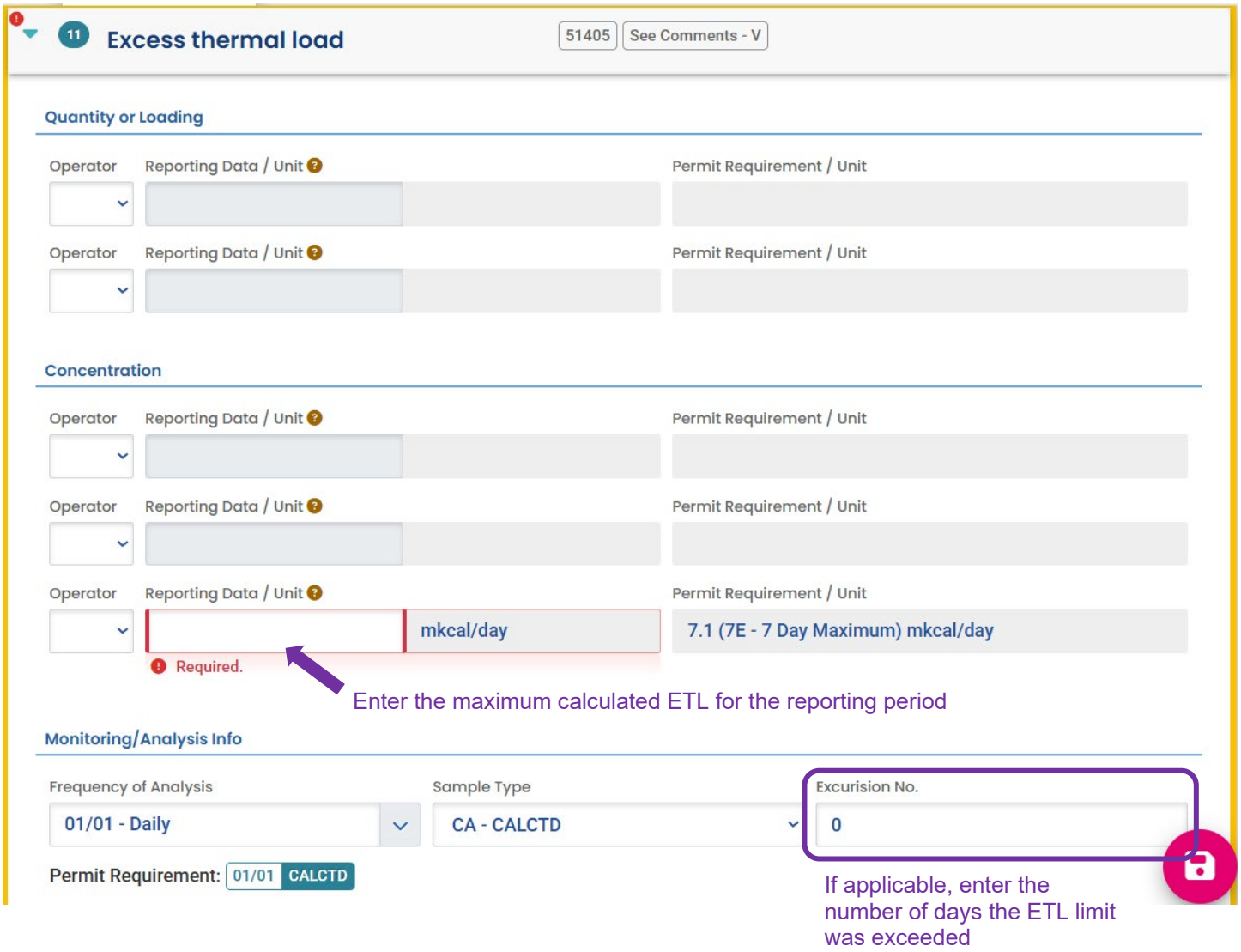
Options B and C – Stream flow monitoring needed to comply with thermal limits

The thermal limit may be calculated on a daily basis when river flows are reported by using the formulas provided in your permit. While ***Option A*** will have the same limit throughout the listed time period, ***Options B and C*** will have a different calculated limit every day. Depending on the permit conditions, a permittee can choose which option they wish to use.

Your DEQ Online is designed for parameters that have the same limit throughout the listed time period. In the example below, the excess thermal load limit is 7.1 million kcal/day. Instructions on how to enter data are provided below. Data entry will vary depending on the option selected and whether the limit was exceeded.

14.1 Option A

When Option A is chosen, data entry is straightforward. Calculate the ETL for each day of the reporting period and enter the maximum ETL value for the month into Your DEQ Online as you would with any other parameter. If the thermal limit was exceeded, enter the number of days the limit was violated in the **Excursion No.** box.

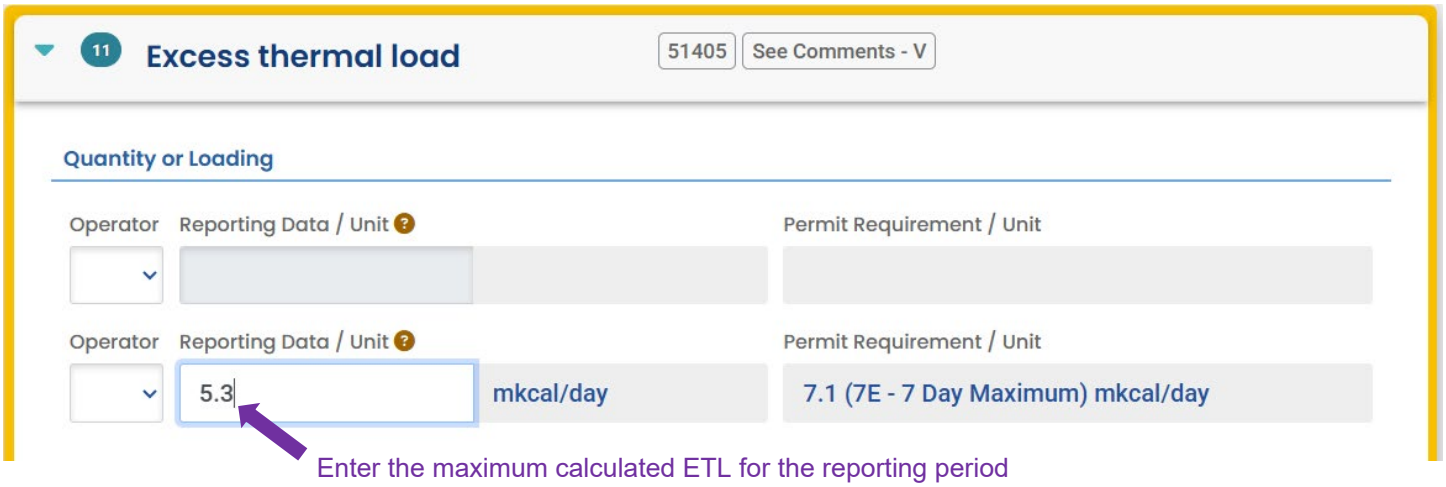


14.2 Option B or C

Your DEQ Online requires a single limit and does not have provisions for calculated limits. Your DEQ Online does however, allow the permit holder to submit a special report with these calculations. The following examples show how to enter the ETL depending on whether the thermal limits are exceeded.

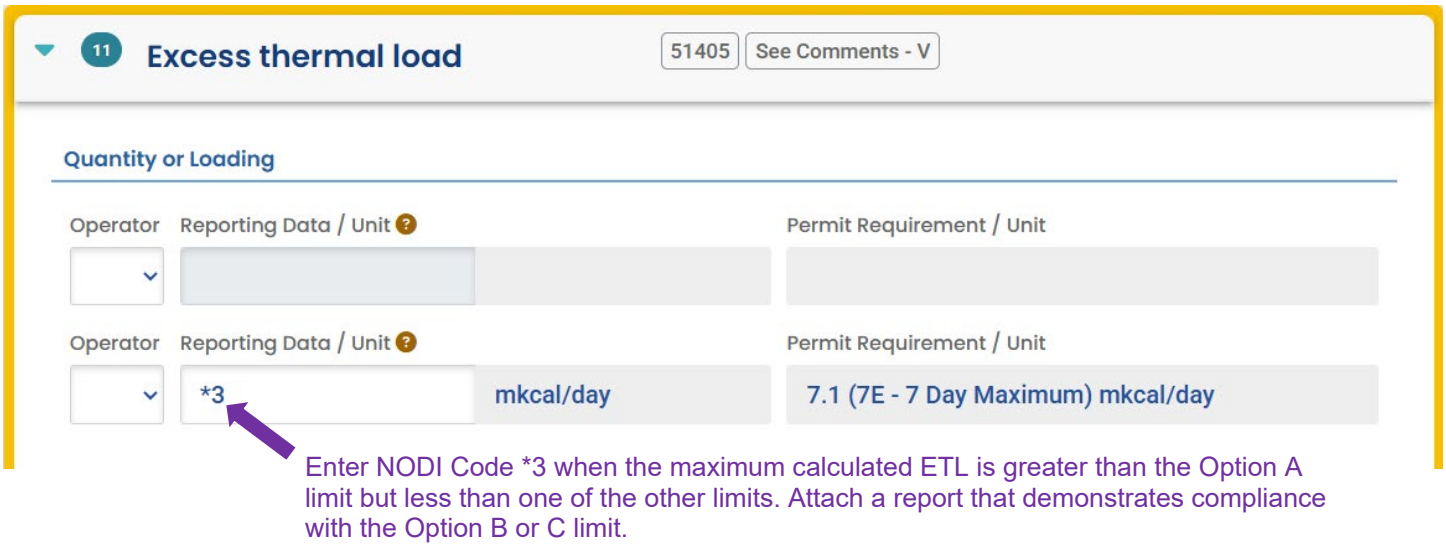
14.2.1 Maximum ETL is less than the Option A limit

If the maximum calculated ETL is *less than* the Option A thermal limit, enter the maximum calculated ETL value as you typically would. You do not need to submit a special report in this case.



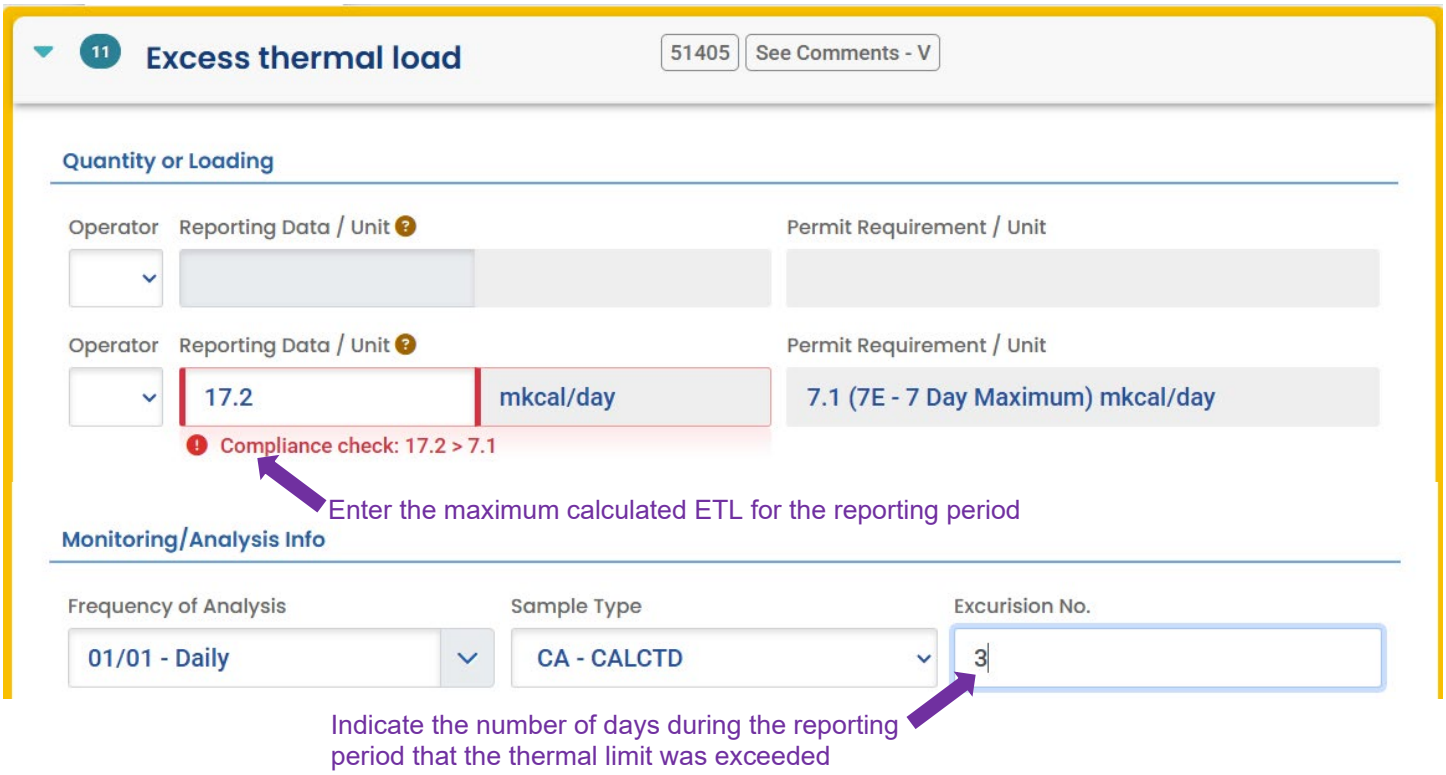
14.2.2 Maximum ETL is greater than the Option A limit but less than the Option B or C limits

If the maximum calculated ETL is *greater than* the Option A thermal limit but *less than* the calculated thermal limit for at least one of the other Options, enter NODI code *3 and attach a special report with the ETL limit calculations showing compliance with the Option. This will indicate that you are in compliance with the permit limits.



14.2.3 Maximum ETL is greater than the Option A, B, and C limits

If the maximum calculated ETL is *greater than* the Option A thermal limit and *greater than* the calculated thermal limits for all other Options, enter the maximum calculated ETL value. This will show as a violation in Your DEQ Online. Indicate the number of days that the thermal limit was exceeded in the **# of Ex.** box. You must also submit a special report with the ETL limit calculations.



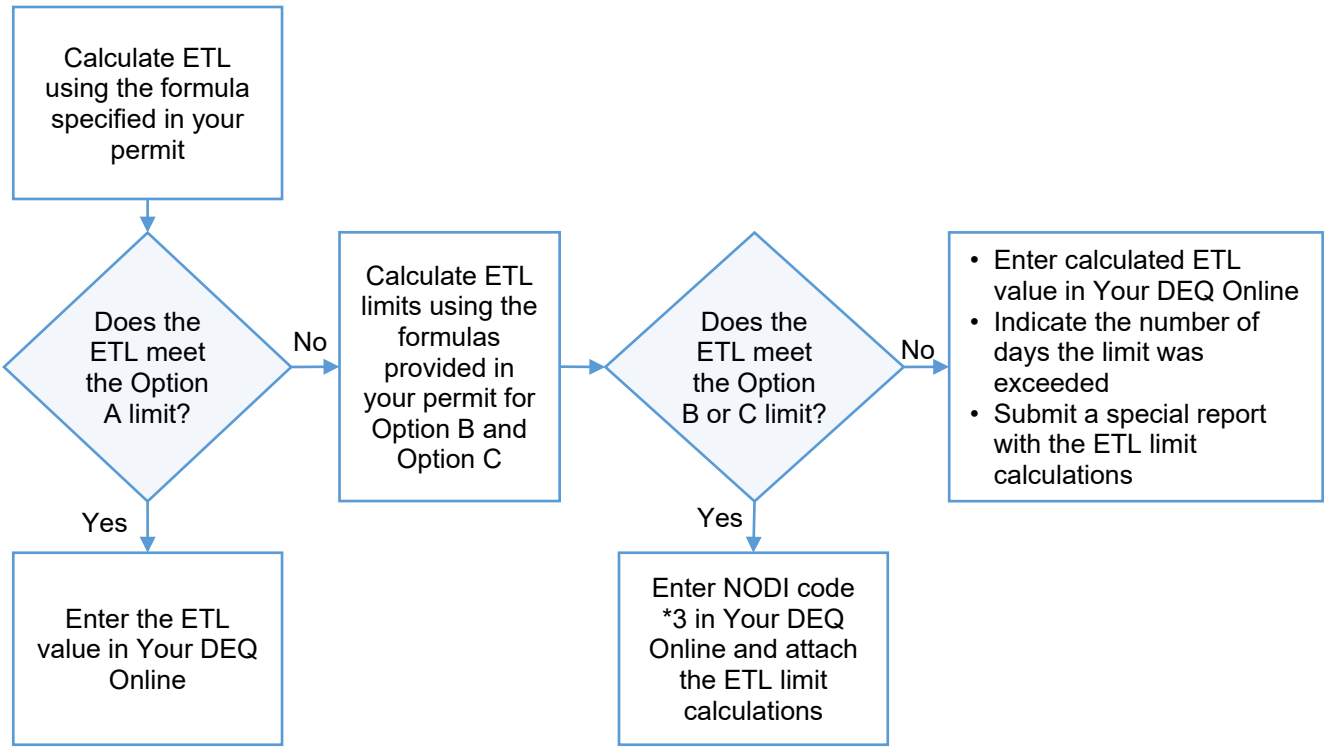
14.3 Supporting information to include

In all cases, include the daily ETL values on the attached daily data sheet. A sample ETL section is shown below.

Excess Thermal Load

Eff Temp Max (°C)	7-Day Avg River (cfs)	Load Limit (Mkcals/d)	7-Day Avg ETL (Mkcal/d)
23.8	24.1	1855	108
24.0	24.1	1851	109
24.0	24.1	1850	108
24.2	24.1	1848	106
24.3	24.1	1845	105
24.1	24.0	1843	102
23.7	24.0	1842	99
23.6	24.0	1842	96
23.7	24.0	1846	94
24.2	24.0	1846	97
24.7	24.1	1861	100
24.9	24.1	1874	105
24.9	24.2	1887	112

14.4 Summary of the ETL reporting process



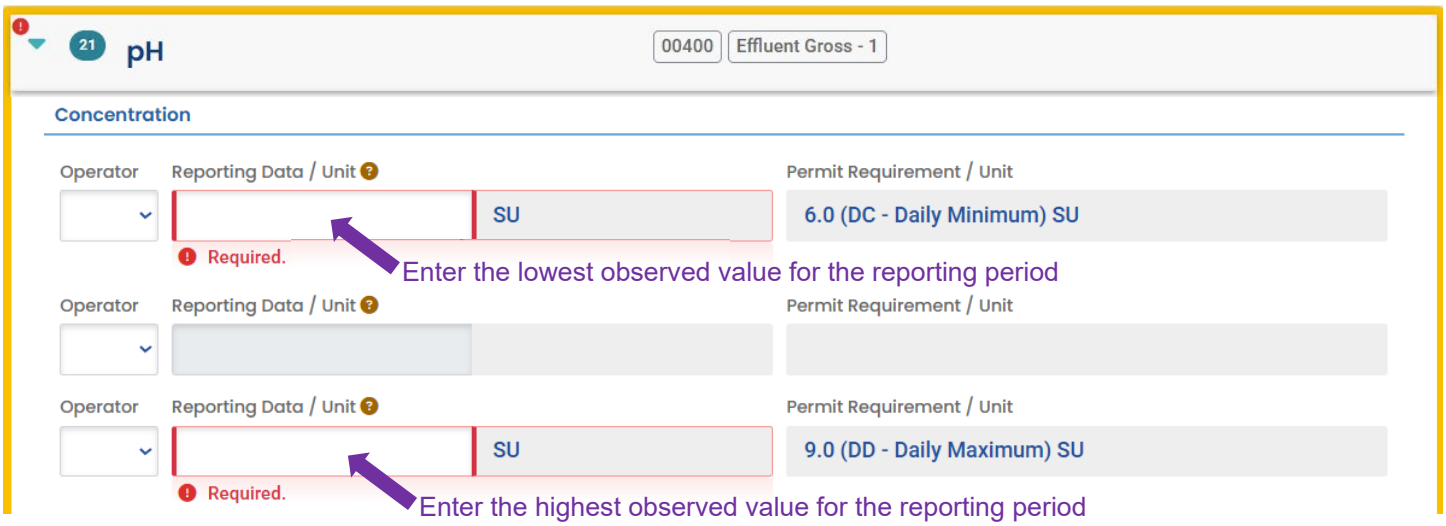
15 Reporting pH grab vs. continuous monitoring

pH can be monitored by grab sample or using a continuous sampler; the sample type is specified in Schedule B of your permit. The reporting requirements differ between these two sample methods, as described below.

15.1 Grab sampling

pH daily minimum and maximum

Your DEQ Online contains a single drop-down menu to report the daily minimum and daily maximum pH in standard units. Enter the lowest observed pH value in the daily minimum field and the highest in the daily maximum field.

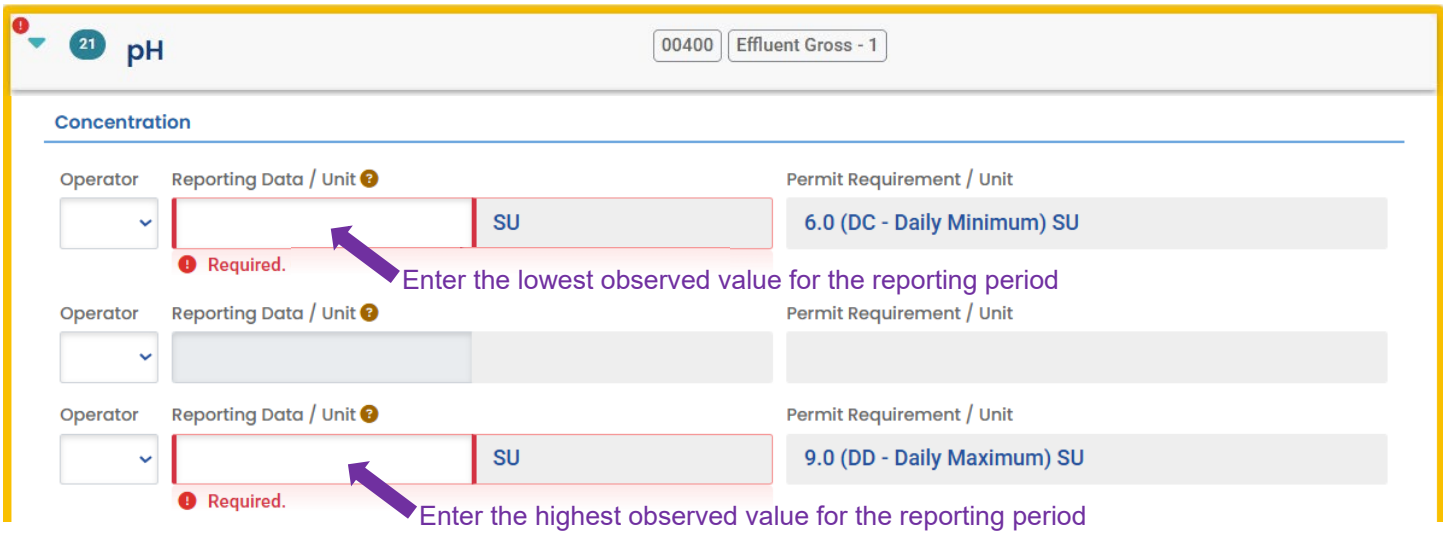


15.2 Continuous monitoring

For continuous pH monitoring, the Clean Water Act allows pH range excursions up to 1 percent of the time if no single excursion is longer than 60 minutes. Your DEQ Online displays three rows to account for allowable excursions outside the pH range.

pH daily minimum and maximum

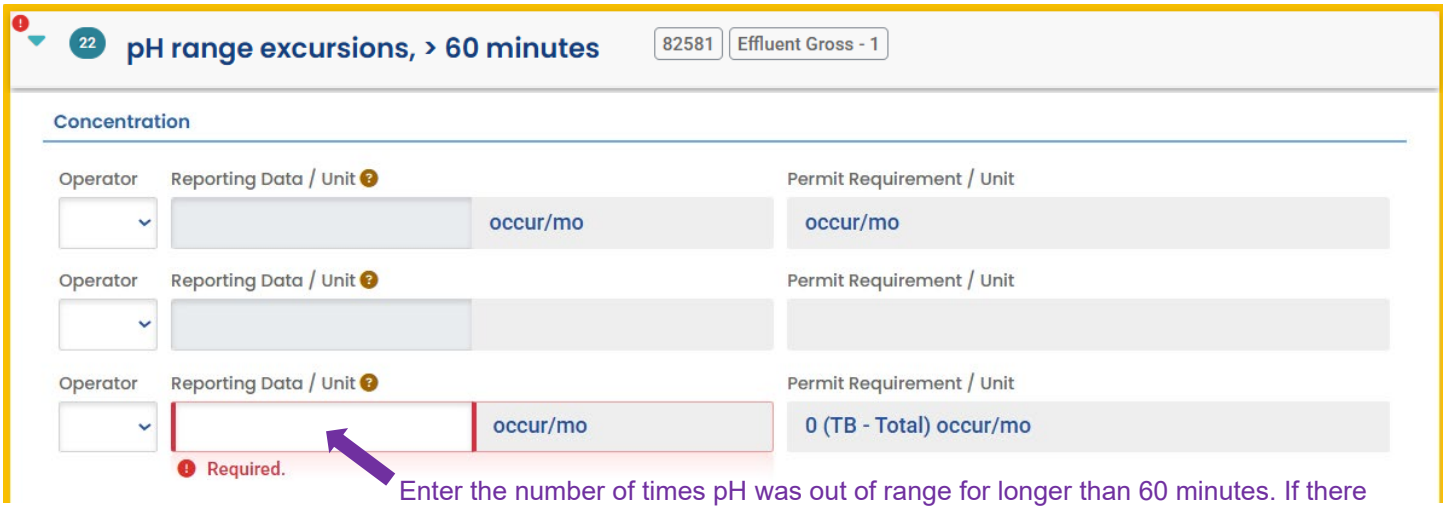
In the first pH row (parameter code 00400), enter the lowest recorded pH value in the daily minimum field and the highest in the daily maximum field.



Note that values outside the pH range for continuous monitoring do not constitute permit violations unless other conditions are met.

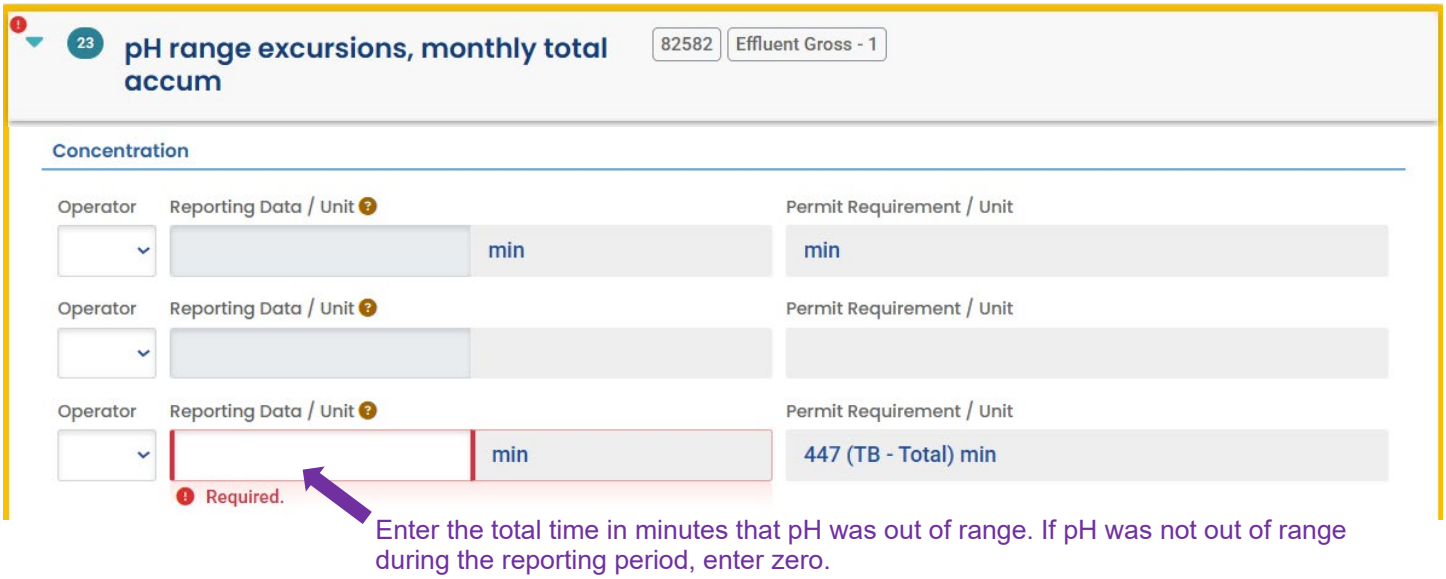
pH range excursions longer than 60 minutes

Evaluate the continuous monitoring data to determine how many times a pH range excursion exceeded 60 minutes in duration. On the row in Your DEQ Online labelled “pH range excursions, > 60 minutes,” report the number of times pH was out of range for more than 60 minutes.



Monthly total accumulated pH range excursions

Evaluate your continuous monitoring data to determine the total amount of time during the month that pH was outside the allowable range. In the row in Your DEQ Online labelled “pH range excursion, monthly total accum” (parameter code 82582), enter the number of minutes pH was out of range.

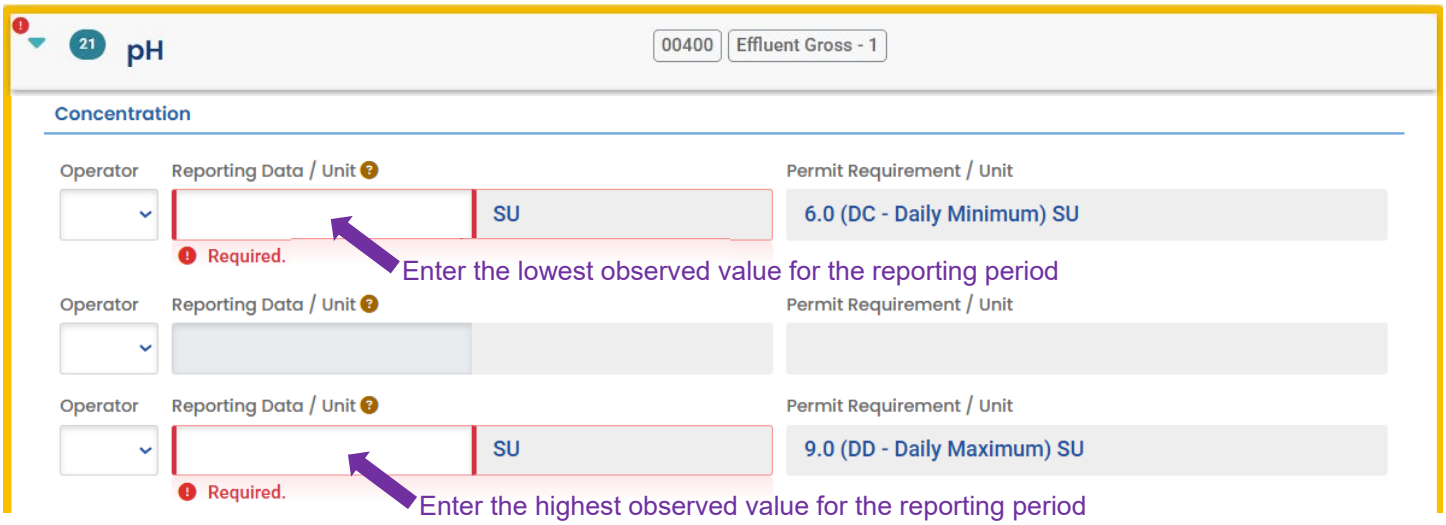


15.3 Permittees that installed continuous monitoring equipment since the last permit renewal

A facility may have installed continuous pH monitoring since the last permit renewal. Your DEQ Online will show only one row for pH reporting, however excursions are conditionally allowed. The following describes how to report based on different scenarios.

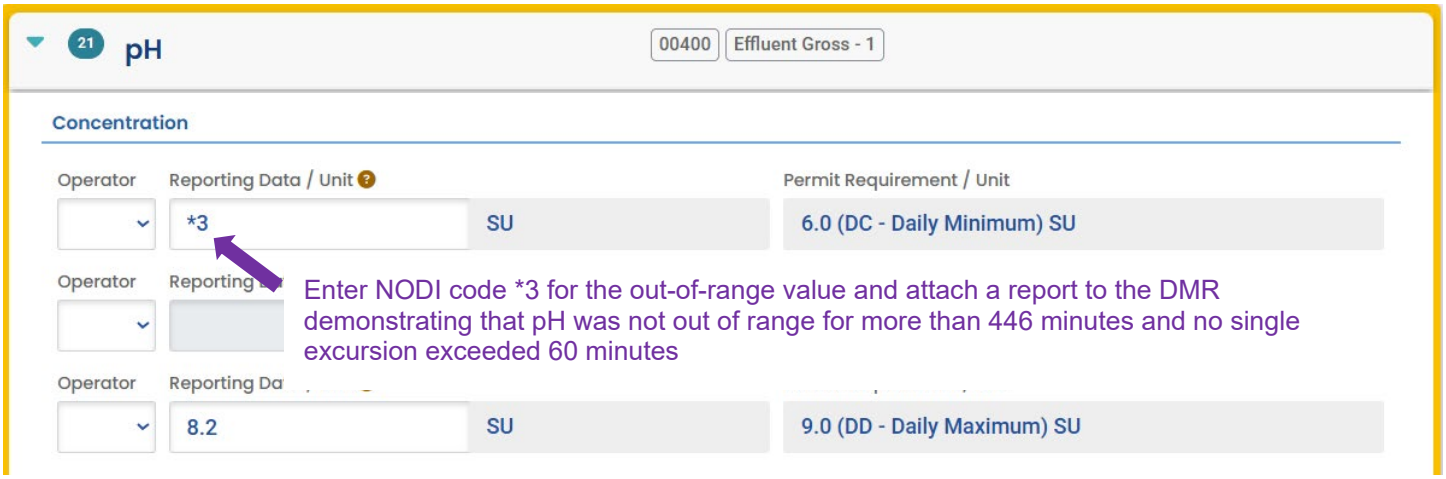
15.3.1 Compliant: no pH excursions

Enter the lowest observed pH value in the daily minimum field and the highest in the daily maximum field.



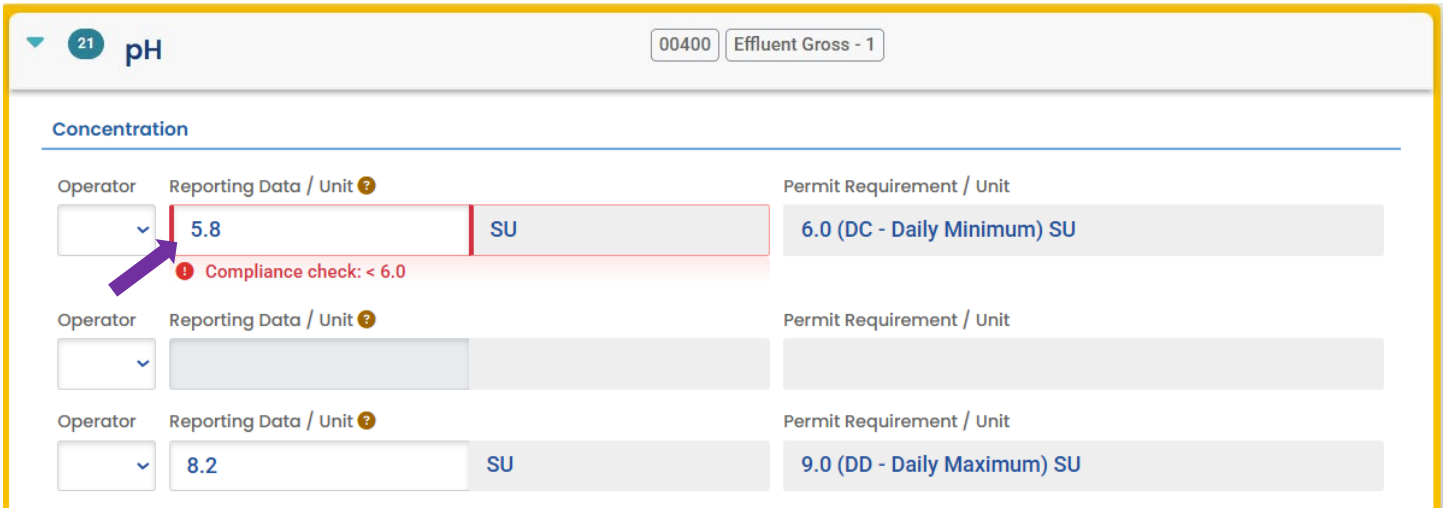
15.3.2 Compliant: pH out of range for less than 446 minutes total and no single excursion exceeded 60 minutes

If either your minimum or maximum pH value was in range, enter the value in the appropriate field. For the value or values that were out of range, enter NODI *3 (Special Report Attached). Attach a report detailing the excursion(s).



15.3.3 Noncompliant: pH out of range for more than 446 minutes total, or one or more excursions exceeded 60 minutes

Enter the lowest observed pH value in the daily minimum field and the highest in the daily maximum field. The field with the out-of-range value will show a Compliance check warning.



16 Intermittent discharges

DEQ recognizes the difficulty of monitoring intermittent discharges. To the maximum extent possible, the permit holder must manage the discharge so that the monitoring requirements in the permit can be met. Generally, the permit holder should follow an established monitoring schedule (e.g., Monday, Wednesday, Friday). However, if the discharge is intermittent, there may be no discharge on the scheduled sampling day. In these cases, DEQ expects the permit holder to monitor at least once per month and recommends the following guidelines for discharges that last less than one week:

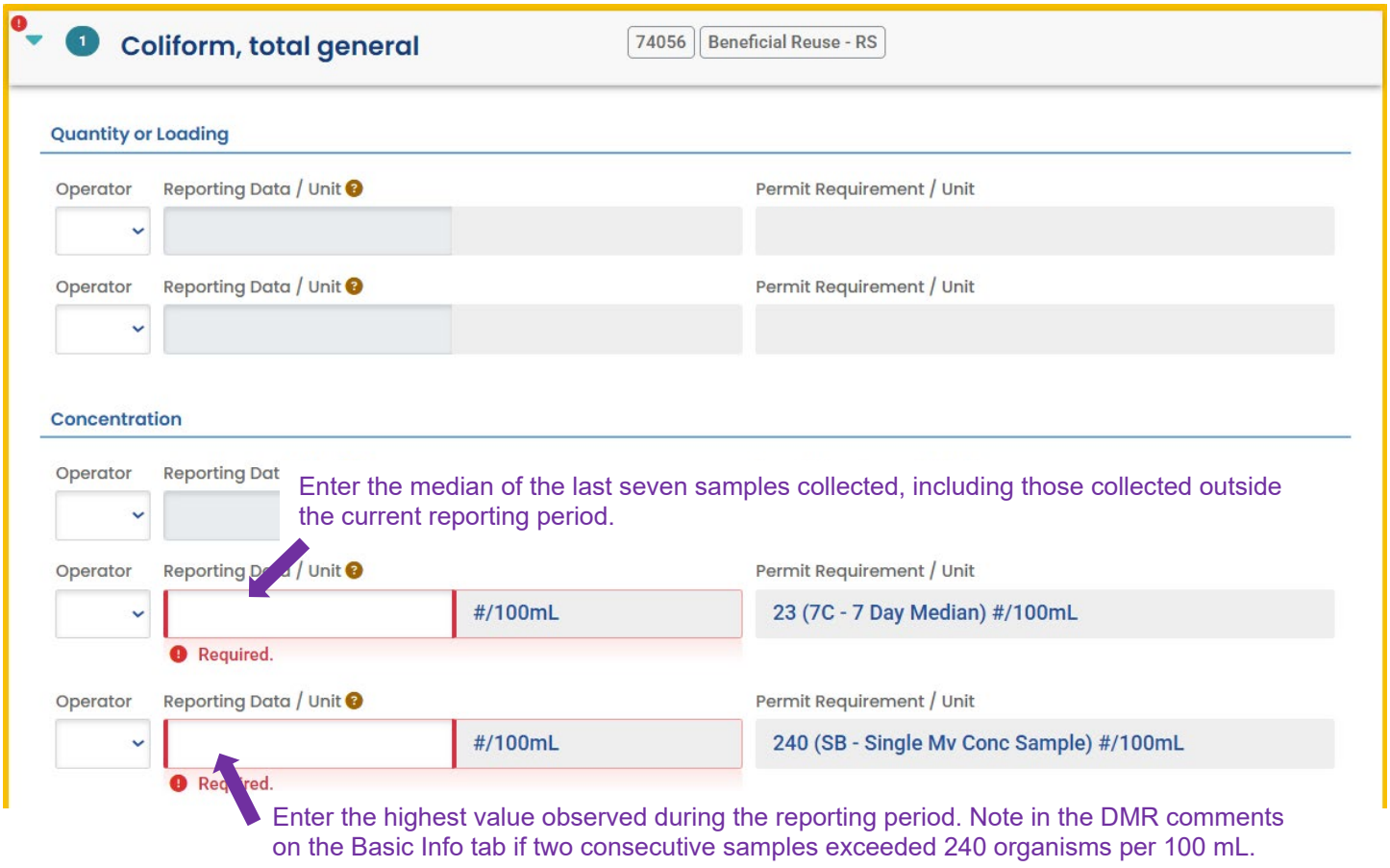
Discharge Scenario	**Minimum Monitoring Required**
Discharge occurs on some days during the work week.	Monitoring must be performed on discharge days as typically scheduled. Monitor at least once during the week.
Discharge occurs on the weekend, but not during the work week prior to or after the weekend.	The permit holder must arrange to monitor on the weekend.
Discharge begins before or after normal working hours (generally 8-5, 5 days a week)	The daily sample from the day before or day after may be considered representative of the discharge during the partial day discharge. If discharge only occurs outside of normal working hours, the facility must arrange for off-hours monitoring, and at least one sample per week is expected for weekly or daily frequencies.

Please note that it is a permit violation to manipulate effluent flow to either avoid required monitoring or reduce the reported effluent load.

17 Recycled water use

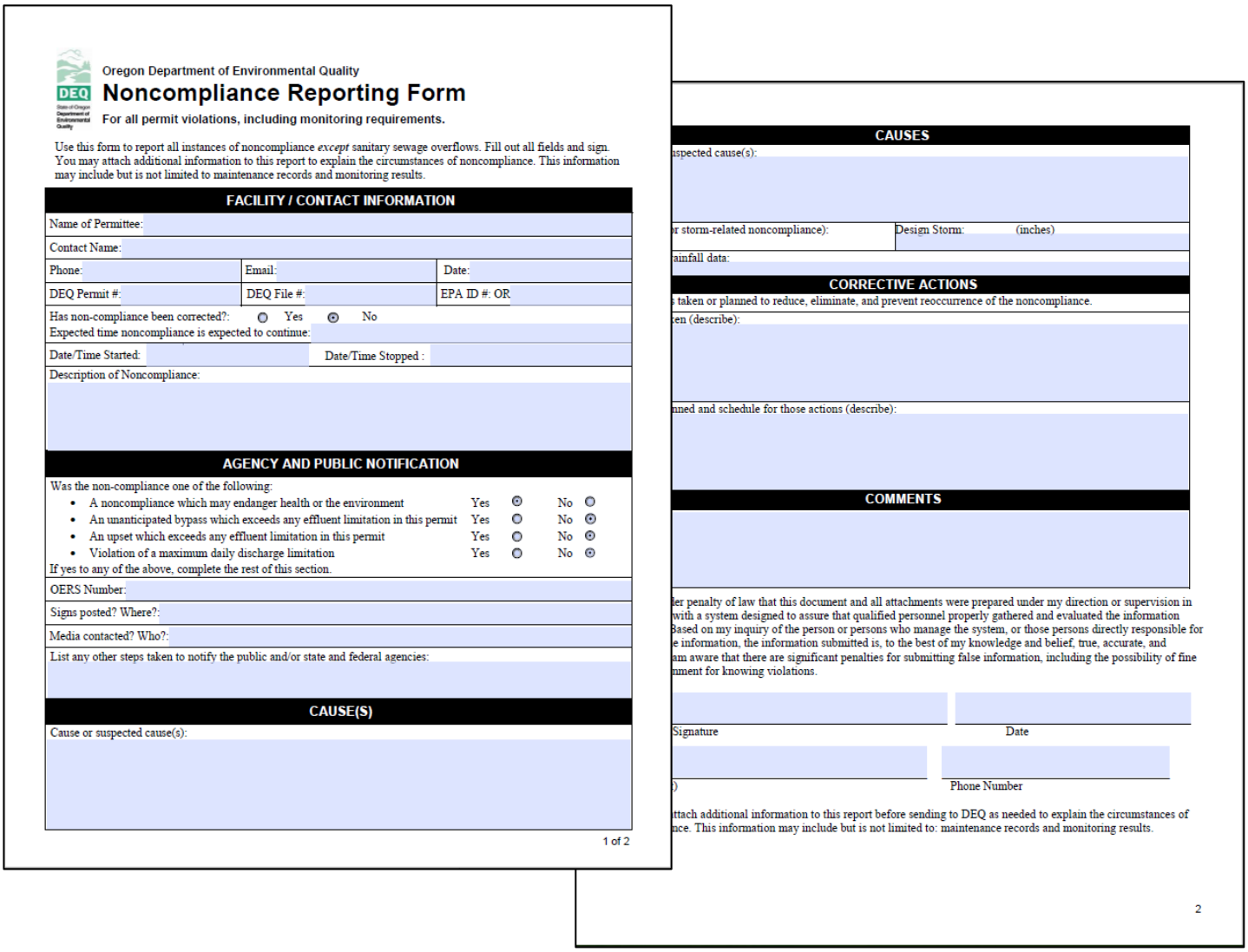
Recycled water reporting requirements are included in DMRs in Your DEQ Online. The recycled water rules have special summary statistics regarding total coliform results. Class A, B, and C recycled water requires the calculation and reporting of a “median based on results of the last seven days that analyses have been completed.” The rule also establishes the minimum monitoring frequency (e.g., once per week for Class C). Therefore, compliance may be based on data over multiple monthly DMRs if the minimum monitoring is conducted (e.g., three monitoring events in one month and four monitoring events in the following month). If monitoring is conducted more frequently than required, compliance is still based on the last seven days of monitoring. If multiple samples are collected on a single day, report the median of the samples collected on a single day as one of the seven samples. Report the maximum median in the seven day median field of the total coliform screen.

Class C recycled water also requires reporting if “two consecutive samples” exceed 240 organisms per 100 mL. This review will also be based over multiple monthly DMRs. The operator should note in the comments section of the DMR if two consecutive samples exceed 240 organisms per 100 mL.



18 Reporting noncompliance

Any non-compliance during a reporting period will require that the permittee signatory acknowledge the non-compliance prior to submitting the DMR. A brief explanation describing the cause and corrective actions taken should also be included in the comments section on the Basic Info tab. A copy of the report should be attached to the DMR submission. DEQ has a Form that can be used for this purpose..



Oregon Department of Environmental Quality

Noncompliance Reporting Form

For all permit violations, including monitoring requirements.

Use this form to report all instances of noncompliance *except* sanitary sewage overflows. Fill out all fields and sign. You may attach additional information to this report to explain the circumstances of noncompliance. This information may include but is not limited to maintenance records and monitoring results.

FACILITY / CONTACT INFORMATION

Name of Permittee:

Contact Name:

Phone: | Email: | Date:

DEQ Permit #: | DEQ File #: | EPA ID #: OR

Has non-compliance been corrected?: Yes No

Expected time noncompliance is expected to continue:

Date/Time Started: | Date/Time Stopped :

Description of Noncompliance:

AGENCY AND PUBLIC NOTIFICATION

Was the non-compliance one of the following:

- A noncompliance which may endanger health or the environment — Yes / No
- An unanticipated bypass which exceeds any effluent limitation in this permit — Yes / No
- An upset which exceeds any effluent limitation in this permit — Yes / No
- Violation of a maximum daily discharge limitation — Yes / No

If yes to any of the above, complete the rest of this section.

OERS Number:

Signs posted? Where?:

Media contacted? Who?:

List any other steps taken to notify the public and/or state and federal agencies:

CAUSE(S)

Cause or suspected cause(s):

1 of 2

CAUSES

spected cause(s):

r storm-related noncompliance): | Design Storm: (inches)

ainfall data:

CORRECTIVE ACTIONS

taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance.

en (describe):

nned and schedule for those actions (describe):

COMMENTS

er penalty of law that this document and all attachments were prepared under my direction or supervision in with a system designed to assure that qualified personnel properly gathered and evaluated the information Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for e information, the information submitted is, to the best of my knowledge and belief, true, accurate, and am aware that there are significant penalties for submitting false information, including the possibility of fine nment for knowing violations.

Signature | Date

) | Phone Number

ttach additional information to this report before sending to DEQ as needed to explain the circumstances of nce. This information may include but is not limited to: maintenance records and monitoring results.

2

19 Mutual Agreement and Order interim limits?

19.1 What is a Mutual Agreement and Order?

A Mutual Agreement and Order settles past violations and may address future permit violations when the permittee needs additional time to construct the facilities required to correct the violations. The orders establish a compliance schedule for the needed treatment system improvements and include interim limits which trigger DEQ enforcement. The orders also include specified stipulated penalties for failure to comply with the agreed-to schedule and for exceeding interim limits specified in the order.

19.2 Do MAO interim limits replace permit limits in Your DEQ Online?

Only permit limits are set up in Your DEQ Online. MAO interim limits do not replace permit limits. Accordingly, any permit limit exceedance will result in a Compliance Check notice in Your DEQ Online, even if the reported value is less than the order's interim limit.

19.3 What do I need to do if the permit limits are exceeded?

Schedule F of the permit requires permit holders to submit a report with additional information for all instances of noncompliance. Exceeding a permit limit is considered noncompliance, whether there is a mutual agreement and order or not. If the permit holder has an order with interim limits, the noncompliance report must still report any exceedances of permit limits, including the cause of the exceedances and steps taken or planned to prevent a reoccurrence. The noncompliance report should also state whether the interim limits were exceeded. Permit limit noncompliance reports are due with the DMR.

When reporting in Your DEQ Online, the permit holder should include a comment about the order's interim limits and whether or not they were exceeded. The comment should include the case number of the order.

19.4 How are permit limit exceedances resolved?

If the permit limits are exceeded, but the interim limits are not, DEQ will amend EPA's Integrated Compliance Information System to link the exceedances to the mutual agreement and order, resolving the violation. If the interim limits are exceeded, DEQ might issue a penalty demand notice for the stipulated penalties.

20 Other important information

20.1 Measurement units

Sampling data must be converted and reported in proper units (e.g., flow in MGD, concentrations in mg/L, µg/L, loading in lb per day, etc.). The units are displayed in the unit field in the DMR and cannot be changed. In general, BOD, TSS, ammonia, chlorine, nutrients, oil and grease, and dissolved oxygen concentrations are reported in mg/L. Metals and organics concentrations are typically reported in µg/L.

20.2 Significant figures

Results must be reported using the same number of significant figures as the permit limit. Here is a reference for the use of significant figures and rounding conventions in permitting.

20.3 Quality assurance and quality control (QA/QC)

All data gathered to meet monitoring and reporting requirements must be conducted in accordance with DEQ-approved analytical methods and validated by QA procedures. DEQ-approved analytical methods are defined in the permit under "general conditions." Unless otherwise noted in the permit, NPDES permit holders must use EPA approved methods listed in the most recent publication of 40 CFR Part 136. Please note that not all methods in Standard Methods for the Examination of Water and Wastewater are included in 40 CFR Part 136. Data from any additional monitoring of a required parameter that is based on approved analytical methods must also be included with the DMR. A note must be added in the comments section on the Basic Info tab explaining the additional monitoring. The additional monitoring results must be attached if the results are not included in the comments section.

All EPA-approved methods contain QA/QC procedures, including investigation and corrective actions for QC failures. It is not acceptable to regularly fail QC for any parameter. Failure to follow the QA procedures, including failure to implement corrective actions, is a violation of Schedule F of your permit.

20.3.1 Resampling requirement

If QA/QC requirements are not met, the permittee must re-sample if time permits. DEQ recommends sampling early in monitoring period to allow time for resampling (e.g., sample the first week of the month for once-per-month monitoring). Resampling is not required if the next required monitoring occurs prior to completing resampling for the prior analysis. For example, if the permit requires twice weekly BOD monitoring, there is no time to resample because the test takes five days. However, if the permit requires BOD monitoring once per month, there is time for a resampling if the first sample was collected during the first week of the month.

20.3.2 Reporting QA/QC failures

Sampling data not validated by QA procedures must be reported (and clearly noted) but not used in the calculations required by the permit unless inadequate data are available from other sampling events.

- If the minimum monitoring frequency is met through resampling and/or additional monitoring, use only data with passing QC for reporting in Your DEQ Online and attach a memo regarding the data that did not pass QC validation.
- If the minimum monitoring frequency is not met with validated data, but there is validated data during the monitoring period, use only validated data for reporting. In this case, attach a report describing why the minimum monitoring frequency was not met.
- If there is insufficient monitoring data during the monitoring period, the non-validated data must be reported and used in the calculations for that period. For instance, if only one sample was collected during a week and that sample did not meet QA/QC requirements, the results are reported as the daily and weekly concentration result. The non-validated concentration also must be used to calculate the

daily and weekly loadings. In these cases, the data is qualified with “e” in Your DEQ Online, and you must include a note in the comments section at the bottom of the DMR about the QA/QC failure and the corrective actions that have been or will be taken to prevent future failures.

20.4 Special reporting requirements for BOD and CBOD test QC failures

Special reporting requirements are needed for biochemical oxygen demand tests because it is a bioassay. Standard Methods identifies five critical quality control checks for biochemical oxygen demand tests (BOD and CBOD). See page 54 for reporting BOD and CBOD data that does not meet the minimum dissolved oxygen residual or dissolved oxygen depletion. These are not considered QA/QC failures for reporting purposes.

The following are instructions for reporting data when specific QC checks are not met:

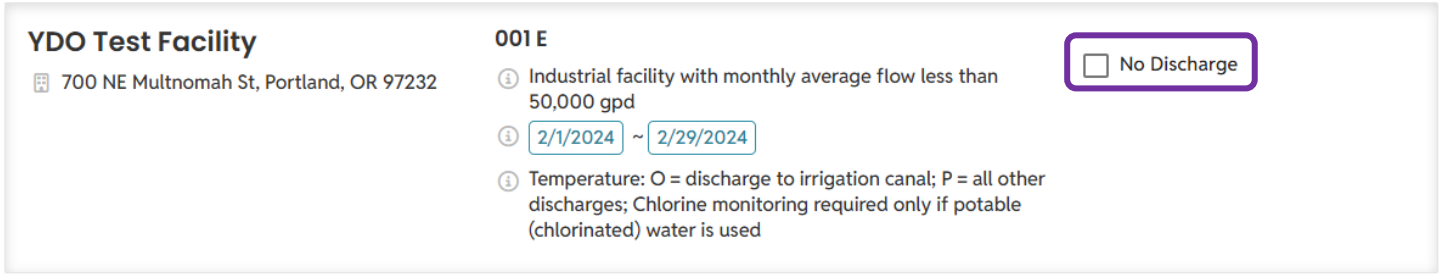
- **Dilution water blank exceeds 0.2 mg/L.** Report data qualified with “e.” Include the data in all calculations.
- **Glucose-Glutamic Acid is outside acceptable limits.** Discard all data from seeded samples and include a separate report with this data. For unseeded samples, report data qualified with “e” and include data in all calculations if replicates are within 30 percent. Otherwise discard all data from these samples.
- **Replicates exceed 30% difference.** Report data qualified with “e.” Include data in all calculations.
- **Seed Control samples do not meet criteria.** Discard all data from seeded samples and include a separate report with this data. For unseeded samples, report data qualified with “e” and include data in all calculations if replicates are within 30 percent. Otherwise discard all data from these samples.

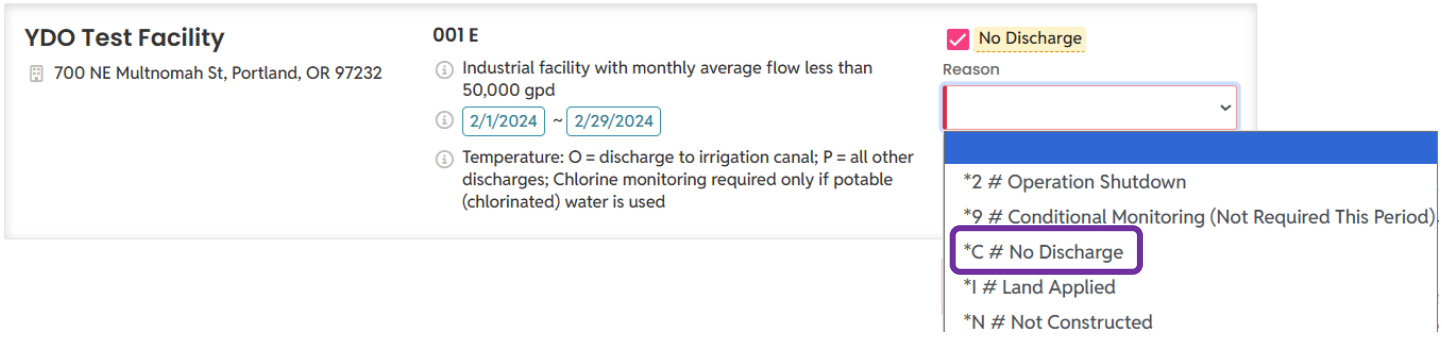
21 Frequently asked questions

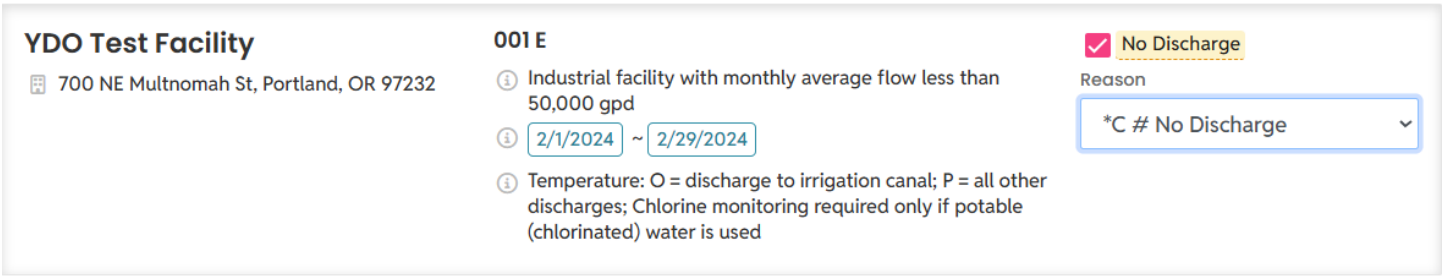
My facility sometimes doesn't discharge at all in a month. How do I record that in Your DEQ Online?

If your facility does not discharge during the month, you still need to submit a DMR. To report no discharge for a set of monitoring (e.g., for 001 A, Effluent Monitoring), check the No Discharge box in the upper right corner of the Daily Data or Summary Data tab and choose "*C # No Discharge" for the reason. Using the No Discharge box deactivates the rest of the form, so you can proceed to submission without entering data for that set of monitoring.

You may not have data to report for a different reason, such as closure of the facility. In that case, you would check the No Discharge box and choose "* 2 # Operation Shutdown" for the reason.







How do I obtain an unscheduled DMR so I can enter data for a month when sampling was conducted?

Your DEQ Online does not offer unscheduled DMRs. All reporting has been set up with scheduled DMRs required to be submitted each reporting period. If the DMR does not apply, use the No Discharge check box in

the upper left corner of the Daily Data or Summary Data screen and choose a reason from the drop down menu.

When I enter my DEQ permit number, why does it say that my permit is not in the system?

The Your DEQ Online system uses Permit/License/Certificate or PLC numbers to identify permits. If you enter your PLC number, you will find your permit. Please reach out to the Your DEQ Online Helpdesk if you are unable to link to your permit or locate your DMRs.

What if my DMR doesn't include all of my reporting requirements?

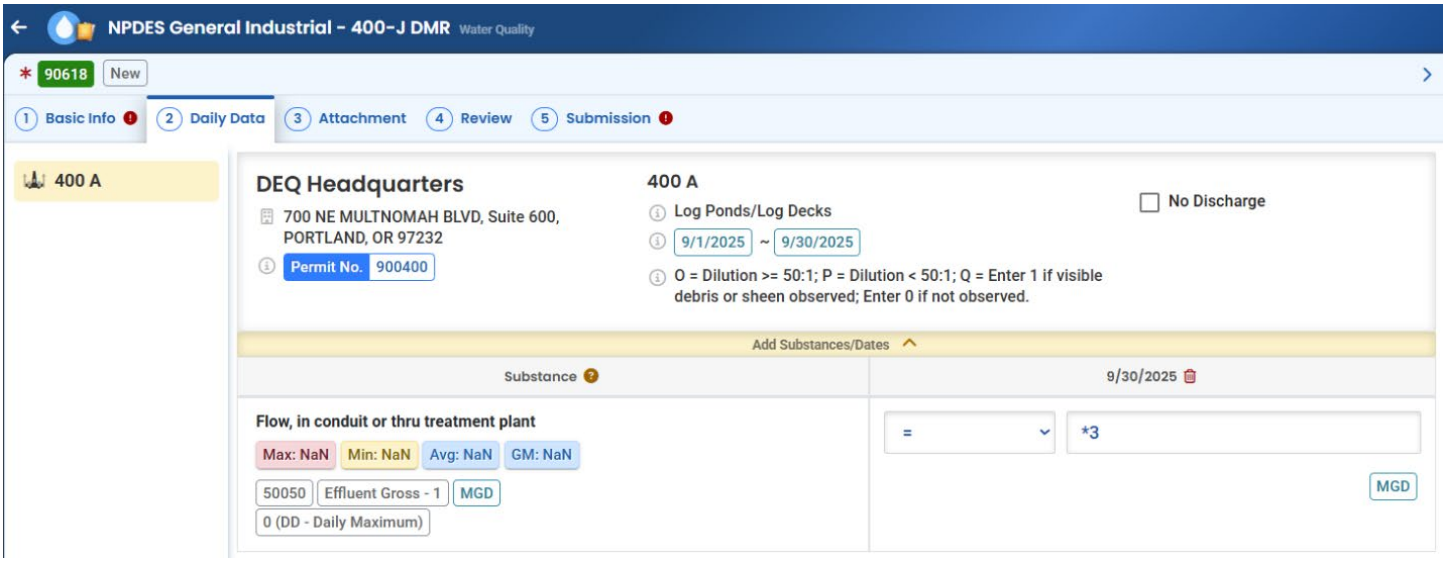
If you notice any errors in how your permit was set up, reach out to the Your DEQ Online Helpdesk to get the issue resolved.

How to I report DEQ-approved out of season discharges?

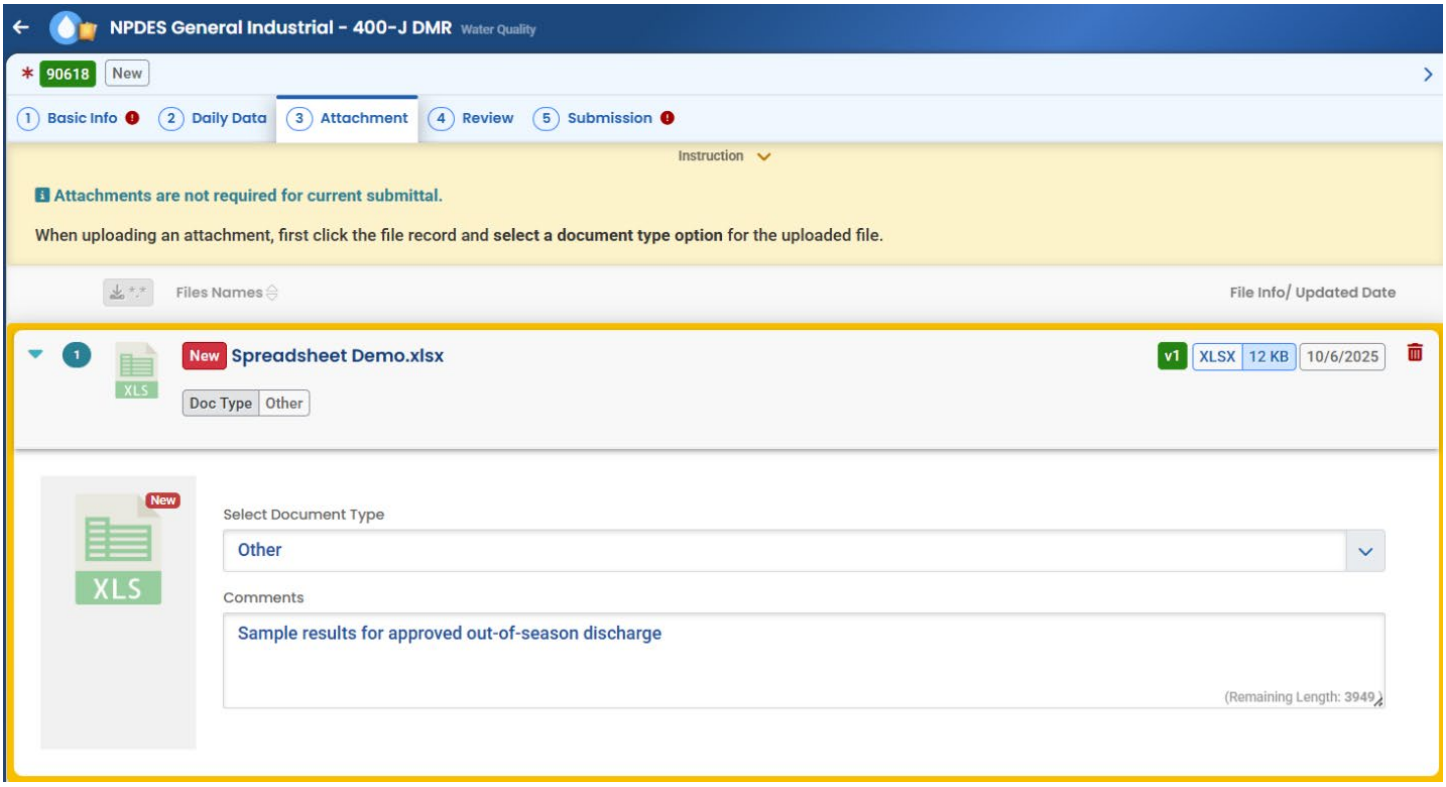
DMRs in Your DEQ Online are not able to accommodate approved out-of-season discharges. For periods when flow is prohibited, DMRs have a single substance listed: flow. Follow the instructions below to report data for out-of-season discharges that have been approved in writing by DEQ.

DMRs with a Daily Data tab

On the Daily Data tab, select the last day of the month on the calendar to create a data entry column. Enter *3 into the data entry box for Flow. This means NODI code *3 (Special Report Attached).

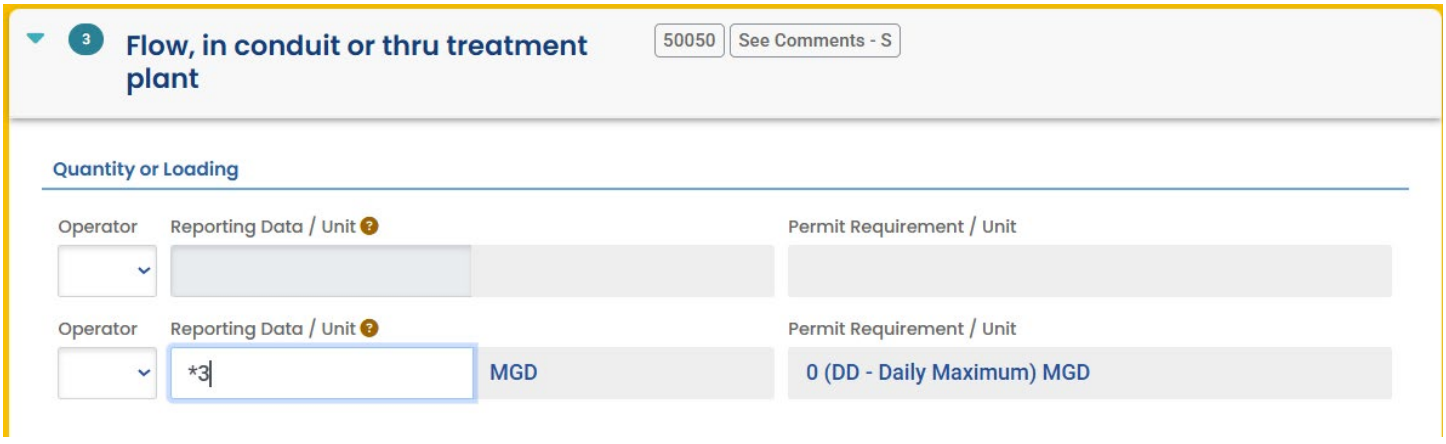


On the Attachment tab, attach your sample results in a spreadsheet format that shows the parameters, sample date(s), and sample results. Once you have attached the file, click on the document row and choose “Other” as the document type. Add the note “Sample results for approved out-of-season discharge” in the Comments box.

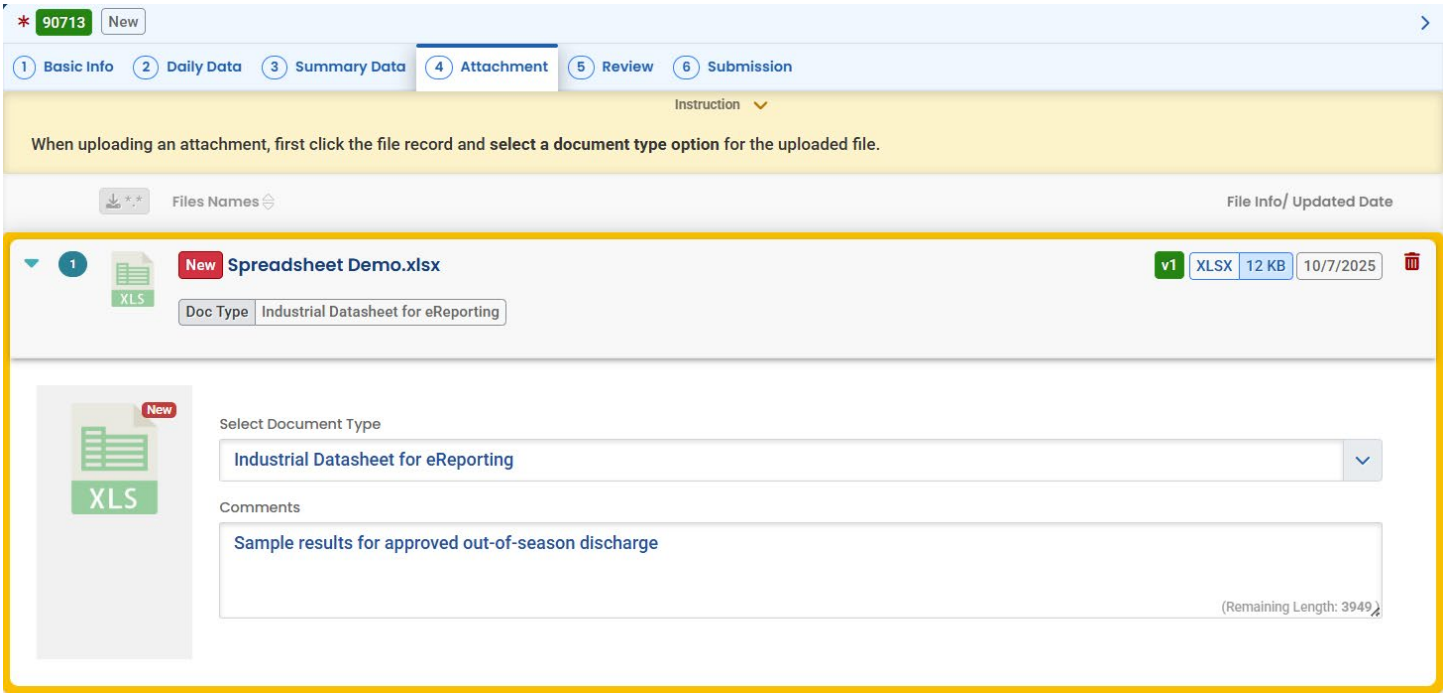


DMRs with a Summary Data tab

On the Summary Data tab, enter *3 into the data entry box(es) for Flow. This means NODI code *3 (Special Report Attached).



On the Attachment tab, attach your sample results in a spreadsheet format that shows the parameters, sample date(s), and sample results. Once you have attached the file, click on the document row and choose “Industrial Datasheet for eReporting” as the document type. Add the note “Sample results for approved out-of-season discharge” in the Comments box.



22 Water quality permitting staff contacts

Information about water quality permits and DEQ's regulations may be obtained from the DEQ web page.. DEQ's regional offices are as follows:

Counties	Office Address and Telephone
Clackamas, Clatsop, Columbia, Multnomah, Tillamook, and Washington	Department of Environmental Quality Northwest Region 700 NE Multnomah Street, Suite 600 Portland, OR 97232 Telephone: (503) 229-5696
Benton, Lincoln, Linn, Marion, Polk, and Yamhill	Department of Environmental Quality Western Region 4026 Fairview Industrial Drive Salem, OR 97302 Telephone: (503) 378-8240
Coos, Curry, and Western Douglas	Department of Environmental Quality Coos Bay Office 381 N Second Street Coos Bay, OR 97420 Telephone: (541) 269-2721
Eastern Douglas, Jackson, and Josephine	Department of Environmental Quality Medford Office 221 Stewart Ave, Suite 201 Medford, OR 97501 Telephone: (541) 776-6010
Crook, Deschutes, Harney, Hood River, Jefferson, Klamath, Lake, Sherman, Wasco, and Wheeler	Department of Environmental Quality Bend Office 475 NE Bellevue, Suite 110 Bend, OR 97701 Telephone: (541) 388-6146
Baker, Gilliam, Grant, Malheur, Morrow, Umatilla, Union, and Wallowa	Department of Environmental Quality Pendleton Office 800 SE Emigrant Avenue, Suite 330 Pendleton, OR 97801 Telephone: (541) 276-4063

23 Helpdesk and resources

For more information, training and resources, go to the Your DEQ Online Help page. For technical assistance, contact the Your DEQ Online Helpdesk.

24 Revision history

Revision	Date	Changes	Editor
1.0	9/12/2025	Initial draft	IG/MF
1.0	10/6/2025	PA Review	CV
1.0	10/8/2025	Final edits	AH